

C-200.1 NON-CREDENTIALIED TUTION STIPEND POLICY

When a credentialed teacher is not available or recommended to fill a special education teaching position, the director shall seek a non-credentialed teacher/candidate. Candidates must be willing to pursue a credential in the area in which they are serving children. East Central Special Education will assist the non-credentialed teacher/candidate in reimbursement for graduate credits specific to that area of special education.

1. An approved course of study (plan on file with a University) must be presented to the East Central Special Education Unit Director prior to reimbursement. The Education Standards and Practice Board will review transcripts and determine the required coursework the teacher must complete. This document will be provided to the special education Director prior to employment.
2. Tuition reimbursement for non-credentialed teachers will be paid by East Central Special Education Unit. Current staff will also be considered for tuition reimbursement in an area of special education which they are not currently credentialed if the unit reassigns the employee's teaching duties.
3. Each semester reimbursement for graduate credits will be half the actual tuition cost the teacher incurs with the other half of the tuition costs set aside for future reimbursements. Upon obtaining the special education credential and completing one successful year of teaching, the teacher will be reimbursed one fourth of the tuition amount. Upon the second successful year of teaching, the teacher will be reimbursed the remaining one fourth amount of the initial tuition. (Example: Tuition \$1,000.00 Teacher will be reimbursed \$500.00. After certification/credentialing is obtained and one year of teaching is completed, the teacher will receive \$250.00; after the second year of teaching is completed, the teacher will receive the remaining \$250.00. This will equal the total cost of the tuition).
4. Evidence must include satisfactory passing grade(s) provided on university transcripts and university tuition statements each semester.
5. If the teacher opts to take the Praxis Test to obtain the credential in lieu of a plan on file, fees for the test will be reimbursed upon passing the test(s) and receiving the credential.
6. The teacher contract is contingent upon the teacher obtaining a North Dakota Teaching license and an Endorsement or Plan on File for the specific area of special education they are hired for. The contract would be null and void if the ND teaching License and Endorsement or Plan on File to teach the specific area of special education is not obtained within the required timelines.

7. East Central Special Education Unit is under no obligation to continue to sponsor the non-credentialed teacher after one year of training if performance is not satisfactory.

ORIGINAL POLICY MANUAL