Exceptional Children Division
Tuition Reimbursement Application Instructions
Spring 2021

Deadlines:

- **Application-May 7, 2021**
    - Recommend you submit as soon as you enroll in the course.
    - This reimbursement program is "first come, first serve" until funds are exhausted.
- **Supporting Documents-June 11, 2021**
    - Final course grade of B or higher
    - Receipt showing "zero balance" indicating that you have paid in full
    - An unpaid bill/invoice is not accepted.
    - Email directly to Ginger.Starling@dpi.nc.gov

Before beginning, review the eligibility requirements:

- Must be a current residency, lateral entry, or provisionally licensed EC teacher in a K-12 classroom.
- Course must lead to licensure in Special Education General or Adaptive Curriculum.
- Only 1 course per current semester.
- Must not hold a continuing license in **any area**.
- Must not be receiving any additional reimbursement funds from your employing district for the course you are submitting. (This does not include financial aid.)

Instructions for Application Completion

Step 1: Obtain a PDF copy of your license

In order to verify your license to us, you will need to obtain and submit a full copy of your license by utilizing the following directions. Your license must reflect the numeric codes listed for the area you are teaching.

1. **Go to the following hyperlinked website:**
    a. Select link NCDPI Online Licensure System or copy and paste
       https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do
    b. **Use the "Educator and School System Sign-in" to log in.** (DO NOT use General Public access)
    c. If you have not accessed this site before, you can complete the "Educator Registration" on the bottom left of the page to gain a username and password to access your license.
2. After you log in, you will see a small box on the right-hand side of the screen that says "License Information" highlighted in blue. **Select the "Show Details" button.**
3. A brief summary will appear. **Select the "More Details" button.**
4. Your License will appear. **Scroll to the bottom and select the "Print License Certificate".**
5. Another tab will appear in your browser with a PDF version of your license. **Select the "Download" button and Save document.**

Step 2: Complete Application

1. **Go to the following link to complete the online application:**
    a. Select link: [Tuition Reimbursement Application](https://ncdpi.az1.qualtrics.com/jfe/form/SV_08MK1ySZ9rHdPXT) or copy and paste: https://ncdpi.az1.qualtrics.com/jfe/form/SV_08MK1ySZ9rHdPXT
2. **Read the application carefully and complete each question. Each question is required, and you will not be allowed to move forward without responding.**
    a. We recommend that you do not use "autofill" to complete this form. Doing so may provide inaccurate information and delay our ability to process the application.
    b. We do require your EC Director's email in order to verify employment. A form will be sent to your director to sign electronically. Without verification from the EC Director of record for your district, we will not be able to process your application.
3. **Teaching License Upload-**
    a. You must upload your teaching license following the instructions above. If we do not receive a license with the numeric codes listed, the application will be denied as incomplete.
4. **Submit Application**
    a. After submitting the application, a copy of your responses will be made immediately available through a downloadable PDF. It is advisable that you save and/or print this.

Step 3: Email Supporting Documents

   a. **After you finish a class, send in your grade and receipt by email to Ginger.Starling@dpi.nc.gov**
   b. **If this is your first time applying, you may receive an email from Inez Smith requesting you complete a Sub-W9 form for the accounting department.**
       i. Please complete and send back to her as soon as possible.

Common Reasons for Application Denials

- **Incomplete/Inaccurate information on the application**
- **Course is not taken in the designated time frame.**
    o For example: Course was taken in the spring, but the application is for the fall.
- **Applicant applied for more than 1 course for the current semester.**
- **Course does not lead to a special education license.**
- **License does not have the numeric codes listed.**
- **Provide a letter from licensure department instead of license.**
- **Past the deadline for either the application and/or supporting documents.**
- **Grade is less than a B.**
- **Applicant currently holds a continuing license in EC or another area.**
- **Verification of Employment not provided by EC Director of record.**
    o You may want to notify your EC Director an electronic form for the purpose of verifying your employment will be sent to him/her in the coming weeks.