

# Application For Reimbursement of PRAXIS Fees Terrebonne Parish School Board



Please complete this application and include it with a copy of your test results, PRAXIS application, and proof of payment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Social: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Participant Category:**

**List Test(s) taken (Include test number):**

\_\_\_ Initial Certification

\_\_\_\_\_

\_\_\_ OFAT Certification

\_\_\_\_\_

\_\_\_ Add-On Certification

\_\_\_\_\_

\_\_\_ Seeking "Highly Qualified" Status

**Amount Paid to ETS (Exclude Late Fees):**

\_\_\_\_\_

Please read the statement below carefully before signing:

I understand that I shall not be reimbursed for any PRAXIS fees should I fail to take a test which I am registered to take. I further understand that if I resign prior to taking the test or prior to being reimbursed that I will not be eligible for a reimbursement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Principal/Supervisor's Signature

## Instructions for Reimbursement of PRAXIS Fees Application

- Available only to fulltime instructional and paraprofessional employees. Not available to TATs. You must be employed by Terrebonne Parish School System at the time of REIMBURSEMENT to be paid.
- Register and pay for test(s). Retain proof of the registration fees paid (example: credit card statement with card number blacked out). An “Admission Ticket” is NOT a proof of registration fees paid. **Note: Late fees are NOT eligible for reimbursement.**
- Take test(s).
- Complete entire application (including Principal/Supervisor’s Signature).
- Submit the ORIGINAL completed reimbursement application, the proof of registration fees paid, AND a copy of the test(s) scores to:

Terrebonne Parish School Board  
**PRAXIS Reimbursement**  
P. O. Box 5097  
Houma, LA 70361

Priority of funds available in order of importance:

- To increase the number of certified teachers in the school system.
- To increase the number of “highly qualified” teachers as defined by NCLB.
- To increase the number of qualified administrators.