



**HAWAII DEPARTMENT OF EDUCATION**  
**Highly Qualified Teacher**  
*Praxis Reimbursement Process*  
**School Year 2019-2020**

The procedure for requesting reimbursement of PRAXIS Exam fees is now uniform across the state. In the past, each complex area developed and implemented its own procedure. The new uniform procedure will allow teachers with passing test scores to submit all required forms and documents correctly at the beginning of the process.

The following steps outline the procedures for requesting reimbursement:

- Teacher submits PRAXIS reimbursement request form and all required documents;
- The principal or HQ designee verifies that the exam is part of the teacher's Professional Development Plan;
- School establishes FMS Vendor Number for the teacher and submits the reimbursement request to the complex area office;
- Complex Area Superintendent approves the request for payment, and determines if payment will come from Complex Area office, or from school; and
- Check is mailed to teacher by Office of Fiscal Services, Vendor Payment Unit.

Forms, detailed instructions, and samples are available at <https://hidoeotm.org/eq>, under Quick Links/Forms, Teacher Reimbursement.