

## Request for Reimbursement for PRAXIS Exam

The State of Hawaii Department of Education is committed to assisting teachers in meeting the requirements of the ESSA Highly Qualified Teacher. Reimbursement for Praxis exams will be based on employee's compliance with the conditions stated below:

- Must be identified as Not Hawaii Qualified for the subject area of the Praxis exam.
- Teacher must receive a passing score on the Praxis exam to be eligible for the reimbursement of the exam fees.
- Teacher must submit all original receipts for payment of tests, and originals of Praxis Examinee Score Reports.

Please Type or Print

Employment Information			
Full Legal Name of Applicant:	Employee ID:		
	Phone Number: (    )    -		
Mailing Address (street or P.O. box, city, state, zip)	Current School:		
	Core Subject Area for which seeking HQ:		
	Current School Administrator:		
<b>Applicant – Please Read and Sign</b>			
My signature indicates that I have not received payment or reimbursement by any other program or source for any or all of the below examinations taken, and agree to the conditions stated above for financial assistance for educational advancement.			
Applicant's Signature: _____			
Test Information			
PRAXIS Exam to be Reimbursed (attach copies of Examinee Score Report and PASSED/NOT PASSED)			
Subject Exam Name	Code	Score	Exam Date
These exams are part of the teacher's Professional Development Plan/or approved in writing by principal.			
School HQ Coordinator Signature: _____			

For Complex Area Office Use Only	
Employment Assignment Verified	_____
Appropriateness of Testing Verified	_____
Approved by	_____
Total Amount of Testing Reimbursement	\$ _____
Receipt Number	_____