



**HAWAII DEPARTMENT OF EDUCATION**  
**Hawaii Qualified Teacher**  
*Praxis Reimbursement Process*  
**School Year 2022-2023**

Under ESEA section 2101(c)(4)(B)(i), Title II, Part A funds may be used to support teachers in meeting the required subject-matter knowledge in the academic subjects that they teach. One of the areas that the HIDOE has prioritized support to teachers to meet the Hawaii Qualified Teacher requirement is through the demonstration of subject-matter knowledge is to reimburse teachers for successful completion of the Praxis subject matter exam or equivalent exams identified by the Hawaii Teacher Standards Board.

To be eligible for reimbursement for the Praxis or other equivalent exams, teachers must submit evidence of the passing test score along with all required forms and supporting documentation.

The following steps outline the procedures for requesting reimbursement:

1. Activity must be on an approved Professional Development Plan or a verification letter from the Principal.
2. Teacher reviews the Praxis Reimbursement Process - Attachment A.
3. Teacher reviews the Praxis Reimbursement Teachers's Checklist for the required documents - Attachment B.
4. Teacher submits Request for Reimbursement for PRAXIS Exam form - Attachment D, and includes all supporting documentation required.
5. The principal or HQ designee verifies that the exam is part of the teacher's Professional Development Plan or verification letter;
6. School establishes FMS Vendor Number for the teacher and submits the reimbursement request to the complex area office;
7. Complex Area Superintendent approves the request for payment, and determines if payment will come from Complex Area office, or from school; and
8. Check is mailed to teacher by Office of Fiscal Services, Vendor Payment Unit.

Forms and detailed instructions are listed below. The Request for Reimbursement for PRAXIS Exam - Attachment D is also available at <https://hidoeotm.org/eq>, under Quick Links/Forms.

*Click on the following links to download/view the document*

[A. PRAXIS Reimbursement Process](#)

[B. PRAXIS Reimbursement Teacher Checklist of Required Documents](#)

[C. Template of Letter to Vendor Payment Regarding Test Payment by Someone Else](#)

[D. Request for Reimbursement for PRAXIS Exam](#)

[E. FMS-PY1 PRAXIS Prefilled](#)

[F. Instructions for Completing of FMS-PY1 Form](#)

[G. Sample of a reimbursement document packet](#)

[H. All Attachments A-G](#)