



## **SECTION IV: EMPLOYEE POLICY 4040**

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### **Teacher Special Education Certification Reimbursement**

Insight School of Oklahoma (“ISOK”), under limited circumstances, will provide special education subject area certification reimbursement to eligible employees. Reimbursement is limited to one subject area examination per individual based on availability of funding and only reimbursed for passing scores. Prior to any employee wishing to be involved in this reimbursement program, the Head of School must agree to sponsor the request at the local level.

Once sponsored or approved by the Head of School, it will be the employee’s obligation to contact the Oklahoma State Department of Education (“OSDE”) for more information. State Department of Education approval is based on information provided by ISOK and available funds for the program.

The OSDE-SES may reimburse ISOK for fees for subject area examinations to increase special education teacher certifications. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. ISOK will comply with current State law regarding certification requirements.

Any reimbursement must be pre-approved. Once pre-approval is obtained and an individual takes and passes the subject area examination, individual must submit results to ISOK administration. Reimbursement cannot be given until scores are received and submitted to ISOK.