CNCA Teacher Induction Reimbursement Form

CNCA shall reimburse unit members up to $4,500 for the cost of tuition for completing a California approved induction program to clear their California teaching credential. The amount will be reimbursed over a period of three (3) years on the following schedule:

- 50% will be reimbursed for tuition upon the completion of the first year of induction while at CNCA
- 25% will be reimbursed for tuition upon the completion of the second year of induction while at CNCA
- 25% will be reimbursed for tuition at the completion of the third year at CNCA after completing induction

The unit member shall provide written certification by June 30th of each year of induction to the Human Resources Department, satisfactory to CNCA. All tuition reimbursements will be processed by September 30th of the following school year. Any unit member who does not return to CNCA after year one (1) or year two (2) of the induction program will be ineligible for tuition reimbursement.

Name: _________________________________ Site: _________________________________

Induction Program Type (check one): ☐ Early Completion (1 year) ☐ Two Year ☐ Other

Name of Program/University: ___________________________________________________

Total Cost of Program: ________________________________

Reimbursement Year (check one): ☐ Year 1 ☐ Year 2 ☐ Year 3

Amount to be Reimbursed: ☐ Year 1 (50%) ☐ Year 2 (25%) ☐ Year 3 ($25%)

I have completed my year under the CNCA Teacher Induction program and request to be reimbursed. I have attached supporting documentation such as an Account Summary or Credit Card statement showing program cost.

_________________________________________  ___________________
Employee Signature      Date

_________________________________________  ___________________
Human Resources Signature    Date