

MCEA Article 15 (Tuition Reimbursement Program)

- a. The Board agrees to provide tuition reimbursement for full-time and part-time unit members who complete courses that enable them to continue their professional development and to maintain or increase their skills as education professionals with MCPS.
- b. Unit members may request tuition reimbursement for graduate university and college courses, CPD and CEU coursework, and general professional development coursework not offered by the in-service program. All courses must directly relate to Birth-12 instruction and related services, Birth-12 leadership training, meet the criteria specified below, be published by MCPS online, and be approved by MCPS.
- c. At the beginning of each fiscal year, MCPS shall update a list of approved institutions, state-approved courses or programs, and approved coursework options on the tuition reimbursement website for unit members to consider prior to enrolling in any coursework. Documentation must be submitted (these may include PDO application, proof of grade, proof of tuition, and proof of payment) within sixty (60) calendar days of the course end date.
- d. The criteria for receiving tuition reimbursement is as follows:
 1. CEUs or CPDs must be approved and earned through a state-approved accrediting agency.
 2. Certificate of completion including total participation hours must be provided for CEUs, CPDs, and general professional development courses.
 3. MCPS may reimburse undergraduate coursework – at the undergraduate tuition reimbursement rate – for new, conditionally certified unit members and unit members actively and continuously participating in an MCPS partnership program. Reimbursement for undergraduate coursework is limited to coursework required to complete initial certification. Evidence of there being a pathway to initial certification is required.
 4. MCPS publishes additional guidance on reimbursable courses on the Tuition Reimbursement Webpage.
 5. The Contract & Operations ASLMC will, at least once per contract, review the current criteria and make recommendations to increase clarity.
- e. The unit member must achieve a grade of “B” or better in a graded course, or the equivalent. Documentation must be submitted (report card and proof of payment) within sixty (60) days of the end of the course.
- f. Reimbursement shall cover actual tuition only and not the cost of books or other materials.
- g. Credit Equivalence & Payment Rate
 1. Except as otherwise indicated, reimbursement shall be for 50 percent of the current cost of in-state tuition at the University of Maryland, College Park, up to a maximum of nine (9) credit hours per fiscal year for courses not currently offered by the in-service program.
 2. One CPD credit is equivalent to one (1) graduate credit.
 3. Fifteen (15) CEUs are equal to one (1) graduate credit.
 4. Fifteen (15) professional development course hours are equal to one (1) graduate credit.
 5. The CEU/CPD equivalence for Tuition Reimbursement will be posted online and updated regularly.
- h. MCPS may waive the nine (9) credit-hour limit for a specific year (or years) under the following conditions:
 1. Completion of the requirements of an approved program requires enrollment in more than nine (9) credits during one or more years of the program, or MCPS approves enrollment in more than nine (9) credits in order to meet a specific schoolsystem need.
 2. No reimbursement for additional credits outside the approved program will be approved until the total reimbursement from the first year of excess credits is less than an average of nine (9) credits per year.
 3. If the employee retires or resigns prior to the time the average reduces to nine (9) credits per year, the employee will be required to repay MCPS for any excess reimbursement beyond the average of nine (9) credits per year from the first year of excess reimbursement.
 4. In no event may the employee be reimbursed for more than forty-five (45) credits in the five (5) year period, beginning with the first year of excess reimbursement.