

## **Emergency Certification Reimbursement**

If you are a newly hired teacher, school counselor, or nurse and are being hired under an emergency permit, you can be reimbursed for the cost of your emergency permit **for your first school year only**.

In order to process this reimbursement, please submit the below documentation to [jobs@philasd.org](mailto:jobs@philasd.org). **Please note that you must submit documentation requesting reimbursement no later than May 31st of the academic year in which you received your first emergency permit in order to be eligible for reimbursement.** Submitting reimbursement documents after May 31 may not be processed.

- 1. Fill out the reimbursement form:** Complete the [Employee Expense Reimbursement form](https://www.philasd.org/accounts payable/wp-content/uploads/sites/121/2019/07/SEH-195-Employee-Expense-Reimbursement-form-Web-AP.pdf) (<https://www.philasd.org/accounts payable/wp-content/uploads/sites/121/2019/07/SEH-195-Employee-Expense-Reimbursement-form-Web-AP.pdf>) and include all of the following information; filling it out online before printing ensures that things are automatically totaled for you. If your form is missing information, you will need to complete a new form.
  - Date (write today's month/day/year at the top)
  - Your Name
  - Employee ID number (you will get one when you process with us)
  - School/Division (write the name of your school)
  - Type of reimbursement (you should choose 'other' and write 'reimbursement for emergency teacher certification as a new teacher hire')
  - Date (left hand column, write the date you paid for your emergency certification from your receipt; if you don't know, write in today's date)
  - Other expenses (write 'reimbursement for emergency teacher certification as a new teacher hire')
  - Amount (write the amount you paid for your emergency certification)
  - (A) total other expenses (should automatically calculate your total reimbursable amount)
  - (D) net reimbursement (should automatically calculate your total reimbursable amount)
  - Once complete, print, sign and date under "employee signature", and scan & send back to [jobs@philasd.org](mailto:jobs@philasd.org) in an email.
- 2. Proof of payment for emergency certification:** You need to submit 'proof' of payment along with a copy of your emergency certification. The following documents suffice as 'proof of payment':
  - a copy of the receipt of payment for your emergency certification (if paid by credit card) with your PPID number written on it
  - a copy of the money order (if paid by money order) with your PPID number written on it
  - a copy of your emergency certification (if you received it in the mail) with your PPID number written on it
  - If you do not have any of the above, please let your recruiter know this, along with your PPID number, so we can follow up with our Certification department to request information that could count as proof of payment.
- 3. Copy of your emergency certification:** Please also submit a copy of the actual emergency certification with your reimbursement request. This may take a few weeks for you to get after the permit is processed.

*Please submit all of your documentation to [jobs@philasd.org](mailto:jobs@philasd.org). it will likely take 6-8 weeks for your reimbursement to be processed. The money from the reimbursement will be included in your paycheck for the pay period in which it is processed.*