



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
CAREER LADDER PROGRAMS REIMBURSEMENT FORM**

Member Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

- Program:       Supporting Teacher Education, Preparation and Undergraduate Program (STEP UP)  
 Career Assistance for Registered Nurses in Education (CARE)

**CAREER LADDER REIMBURSEMENT AGREEMENT**

Members in good standing may receive up to \$8,000 per academic year for educationally related or RN licensure related expenses. Requests for reimbursement must be submitted within three (3) months of the purchase or completion of a course/examination. Please allow 6-8 weeks for processing and disbursement.

To qualify for tuition reimbursement, coursework must be completed at a regionally accredited college or university or at a pre-licensure nursing program approved by the California Board of Registered Nursing. Coursework must be degree or licensure applicable and must be completed with a grade "C" or better. Courses taken for a Pass (P) or Credit (CR) are also acceptable.

Financial Assistance is provided as reimbursement for out-of-pocket or direct pay expenses, including expenditures paid through a student loan. Expenses covered by a scholarship, grant or fee waiver are not reimbursable. Approved reimbursement funds are paid through the member's pay warrant.

Please sign and submit this reimbursement form with the required documentation to:

- **STEP UP Members** – [teachinla.co/stepupreimbursement](http://teachinla.co/stepupreimbursement)
- **CARE Members** – [teachinla.co/carereimbursement](http://teachinla.co/carereimbursement)

EDUCATION OR CREDENTIAL EXPENSE TYPE	REQUIRED DOCUMENTATIONS	AMOUNT REQUESTED
Tuition	Statement of Account, and Grade Report	
Non-Tuition Fees	Proof of Enrollment, and Statement of Account	
Parking Passes, Public Transportation Passes	Proof of Enrollment, and Proof of Purchase	
Textbooks, Textbook Rentals, Ebooks	Proof of Purchase	
Lab Fees, Lab Materials	Proof of Purchase	
Test Fees	Proof of Purchase, and Test Results	
Test Preparation Materials	Proof of Purchase	
Nursing Uniforms, Nursing Equipment	Proof of Purchase, and Nursing School Admission Letter	
Technology	Proof of Purchase, and Justification Paragraph	
Fingerprinting Fees, Live Scan Fees	Proof of Purchase	
Commision Approved Foreign Transcript Evaluation	Proof of Purchase, and Evaluated Transcript	
Professional Organization Fees, Conference Fees	Proof of Purchase, and Organization/Conference Details	
Registered Nurse Licensure Fees	Proof of Purchase	
School Supplies, Classroom Supplies	Proof of Purchase	
Certificate of Clerance Fees, CTC Fees	Proof of Purchase	
edTPA Platform Fees, LMS Platofrm Fees	Proof of Purchase	

<b>MEMBER SIGNATURE:</b> _____		<b>DATE:</b> _____	
FOR OFFICE USE ONLY			
<b>AVAIABLE ALLOWANCE:</b>	<b>VERIFIED BY:</b>	<b>ADMINISTATOR APPROVAL:</b>	<b>REIMBURSEMENT TYPE:</b>
<b>AMOUNT APPROVED:</b>	<b>DATE:</b>	<b>DATE:</b>	
<b>AMOUNT DISAPPROVED:</b>	<b>COMMENTS:</b>		
<b>REMAINING ALLOWANCE:</b>			