

MCEA Article 14

3. Graduate Coursework for Professional Development

Tuition Reimbursement Program

The Board agrees to provide tuition reimbursement for full-time and part-time unit members who complete graduate courses that enable them to continue their professional development and to maintain or increase their skills as education professionals in their employment with MCPS.

Unit members may request tuition reimbursement for graduate university and college courses. Courses must be approved by MCPS.

1. The unit member must achieve a grade of “B” or better.
Documentation must be submitted (report card and proof of payment) within 60 days of the end of the course.
2. Reimbursement shall cover actual tuition only and not the cost of books or other materials.
3. 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 hours credit per fiscal year for graduate courses not currently offered by the in-service program.
4. The 9-credit-hour limitation may be waived for a specific year (or years) under the following conditions:
 - (a) Completion of the requirements of an approved program requires enrollment in more than 9 credits during one or more years of the program, or MCPS approves enrollment in more than 9 credits in order to meet a specific school-system need.
 - (b) 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 9 credits per year.
 - (c) If the employee retires or resigns prior to the time the average reduces to 9 credits per year, the employee will be required to repay MCPS for any excess reimbursement beyond the average of 9 credits per year from the first year of excess reimbursement.
5. The Board will reimburse 50 percent of the cost of tuition for the equivalent of 1 credit hour, up to the maximum of 9 credit hours per year, for completion of Continuing Education Unit (CEU) or Continuing Professional Development (CPD) courses not offered by the in-service program (see below). Reimbursement requests must be submitted with proper documentation verifying completion of CEUs or CPDs that have been approved through a state-accepted accrediting agency.