

**Los Angeles Unified School District
Career Ladder Office
Test-Preparation Reimbursement Request Form**

Last Name: _____ First Name: _____ Emp. #: _____

Mailing Address: _____ Home Phone: (____) _____

City & Zip Code: _____ Work Phone: (____) _____

E-Mail Address: _____ Cell Phone: (____) _____

Work Site: _____

Exam for which
course was taken

CBEST

CSET

RICA

Date(s) Course was Taken: _____

I understand that:

the Paraeducator Career Ladder will reimburse up to \$125 for a CBEST preparation course and up to \$150 for a CSET or RICA preparation course.

Initials

I must be a Ladder participant at level 2 or higher for CBEST reimbursement and level 3 or higher for CSET or RICA reimbursement.

Initials

the preparation course I took was offered through an accredited university or community college.

Initials

If a Performance Assessment is needed for movement from one Ladder level to the next, it must be approved before the deadline. Please keep in mind that Performance Assessments received less than 2 weeks before a deadline may not be approved by the deadline. All requests must be submitted within 1 year of taking the class/test.

The original receipt for fees paid and a brochure or flyer which describes the seminar must be attached in order to receive reimbursement.

Signature

Date

**Mail this form to the Paraeducator Career Ladder Office, 333 S. Beaudry Ave., 15th floor, Los Angeles, CA, 90017.
Please allow 4 to 6 six weeks for processing.**

For Office Use Only

Ladder Level: _____ Fee Paid: _____ Reimbursement: _____ Class Code: _____ Status: _____	<table style="width: 100%;"> <tr> <td style="width: 60%;"> Verified for payment _____ / ____ / ____ </td> </tr> <tr> <td> Disapproved because: _____ </td> </tr> <tr> <td> Missing Performance Assessment # 1 </td> </tr> <tr> <td> Missing Performance Assessment #2 </td> </tr> <tr> <td> Preparation Course Receipt </td> </tr> <tr> <td> Preparation Course Brochure or Flyer </td> </tr> <tr> <td> Proof of enrollment in accredited university or community college </td> </tr> </table>	Verified for payment _____ / ____ / ____	Disapproved because: _____	Missing Performance Assessment # 1	Missing Performance Assessment #2	Preparation Course Receipt	Preparation Course Brochure or Flyer	Proof of enrollment in accredited university or community college
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Disapproved because: _____								
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Missing Performance Assessment #2								
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Preparation Course Brochure or Flyer								
Proof of enrollment in accredited university or community college								
_____ Authorized for payment	_____ Date: ____ / ____ / ____							