

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
ALTERNATIVE TEACHER CERTIFICATION REIMBURSEMENT PROGRAM**

The purpose of this program is to encourage holders of bachelor's degrees in fields other than education to join the teaching profession. The benefit to the district is to increase the overall number of qualified teachers in the district.

REIMBURSEMENT

Personnel eligible for Alternative Certification Program Reimbursement

Employees and substitutes\* who are eligible to participate in this program are those who hold a bachelor's degree in a field other than education. Current teachers on an intern certificate (enrolled in an Alternative Certification Program (ACP) on or after December 8, 2021) are eligible if they agree to work for the district for 3 years (the first year will start August 2022).

PROGRAM PROCESS

1. Complete an application (see attached) for the Alternative Certification Reimbursement Program. The application includes provisions coupling the Alternative Certification Program reimbursement with a future obligation of employment with the district for three full school years immediately following completion of their program and standard certificate. The application includes the submission of proof of program enrollment, receipt for program payment, and the ACP reimbursement application. The applicant will be required to sign and acknowledge all requirements as part of the application process.
2. The number of applications approved will be based on need as identified by the Superintendent.
3. To be eligible, current staff members must successfully complete all components of a Texas Education Agency alternative certification program and secure a full-time teacher position with the district.
4. An invoice can be reimbursed directly to the individual upon presentation of proof of successful completion of the Alternative Certification Program. The district will reimburse the enrolled program fee not to exceed \$5,000.00.
5. The stipend will be processed in the month the teacher starts work on their 3-year commitment.
6. If an employee resigns before the 3-year period is complete (exceptions will be considered), the employee must reimburse the district the full amount of ACP fees paid. The fees will be deducted from the employee's last paycheck with any amount owed after deduction from last paycheck, being billed to the employee.

\*Only active substitutes, who work 5 days per semester, and are in good standing, will be eligible.

ALTERNATIVE TEACHER CERTIFICATION PROGRAM (ACP) REIMBURSEMENT APPLICATION

NAME \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_

CAMPUS/DEPT \_\_\_\_\_ DATE OF EMPLOYMENT \_\_\_\_\_

ACP NAME \_\_\_\_\_

Please list area for bachelor's degree \_\_\_\_\_

Identified Program Content Area (include subject and grade level):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAM ENROLLMENT DATE: \_\_\_\_\_

Are you currently enrolled in the program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you fulfilled all program requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, date Standard Certificate issued \_\_\_\_\_

Date of Anticipated Completion \_\_\_\_\_

REQUIRED ATTACHMENTS: Please attach a copy of enrollment letter

I have received and read the requirements for the "Alternative Certification Reimbursement Program" (Administrative Procedure VI-). I understand that should I be selected to participate in this program, I must follow the procedures set forth by the district for reimbursement. I further understand I am required to work full-time as an employee of Killeen ISD for three (3) full years immediately following receipt of funds.

**In the event I do not complete my employment obligation, I agree to pay and shall pay to KISD all sums received by me for which I did not meet the employment obligation. This amount shall be due and payable upon termination of employment with KISD. The amount shall be deducted from my KISD paycheck with any remaining balance due at termination.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date