Teacher Course Credit Reimbursement

We strive to support and retain our talented educators in our campus early education system. The UW Office of Child Care and Family Resources allocates resources to offer partial to full reimbursement to campus educators for course credit costs to maintain their ongoing DPI certification. The amount of the reimbursement to the teacher depends on the availability of funding and the number of requests received each year. Please see if you qualify:

- You are employed full time as an early education teacher within one of the campus programs (Waisman Early Childhood Program, Eagle’s Wing, Preschool Lab, Bernie’s and or Little Chicks).
- You have completed the “Teacher Course Credit Reimbursement Request” form and have obtained your director’s approval prior to submitting to Marcia Castro in the OCCFR.
- You have successfully completed the DPI approved credit course, obtained a passing grade, and have attached a receipt for the course payment that you have made.
- You have submitted all documentation to Marcia Castro in the Office of Child Care and Family resources -- marcia.castro@wisc.edu

Note:

- Priority reimbursement is given to those who are seeking reimbursement for the first time. Multiple requests for reimbursement are possible, based on funding availability.
- **Reimbursement Requests must be submitted within 30 days of completing the course.**
- The OCCFR does not reimburse educators for individual teacher licensing fees.
- University employees will be reimbursed using the University “Guided Expense Tool” (GET) electronic process that transfers the reimbursement directly into the employee’s checking account.
- Non-university employees (Bernie’s Place, Little Chicks) will be paid by direct reimbursement to the individual.
- Marcia Castro will inform you of the final reimbursement amount you have been awarded and assist you with the reimbursement process.

Go ahead and get started by next completing the “Teacher Course Credit Reimbursement Form” and submit it to Marcia Castro.
Teacher Course Credit Reimbursement Request

Go ahead and get started!

Name: _______________________________________________________
Email:________________________________________________________
Date of employment at UW Madison__________________________
Campus Program (where do you work?) ______________________
Name of course: _____________________________________________
Date Completed:_____________________________________________
# Credits: _______     Total Credit cost: $________

Check list prior to submission (must complete all 3 of these):
  _____ I am a full time employee at a campus early education program
  _____ I have completed the course and received a passing grade
  _____ I have attached a paid receipt for the cost of the course

Signature: _______________________________________________Date:_____________
Director Signature: _______________________________________Date:_____________

Please submit this completed form to Marcia Castro at 611 Eagle Heights, Madison, WI 53705
marcia.castro@wisc.edu  890-2841

For Office Use only:

Date Approved: ______________________________________________
Charge to: __________________________________________________
Signature Approval: ___________________________________________