

TKPR FAQs

Q: What are the receipt requirements?

A: An itemized receipt consists of all items charged including tax, fee and/or service charges, the vendor name, and the date on the receipt. When requesting reimbursement, itemized receipts are required for all expenses. No reimbursements will be made without an itemized receipt.

Q: What are the examples of verification of professional development (PD) completion and the number of hours attended?

A: Professional development certificates with the title of training, date and number of hours listed.

Q: What are the examples of verification of completion of unit-bearing coursework from a regionally accredited college with a grade of C or better?

A: Unofficial transcripts with a regional accredited college, must include date(s) of course (semester, quarter, etc.) and letter grade.

Q: Is there a deadline to submit my application?

A: Yes, all reimbursements must be postmarked and/or received by March 11, 2019.

Q: How long does it take for me to receive my reimbursement after submitting?

A: Reimbursements will take 3-4 weeks to be processed and sent out after each deadline.

Q: What happens if my reimbursement application and documentation is incomplete?

A: You will be notified if your application or documentation is incomplete.

Q: I was assigned to teach TK May 1, 2015, do I need to complete 24 Early Childhood Education (ECE) units?

A: No, any current credentialed teacher who was assigned to teach TK on or before July 1, 2015, is "grandfathered in" to teach TK without having to meet additional requirements.

Q: What if I am teaching in a TK/Kindergarten combination classroom?

A: The same requirements apply to teachers assigned to TK/Kindergarten combination classrooms.

Q: I completed some trainings in the spring of 2015. Can I get reimbursed for these?

A: Yes, both unit bearing coursework and professional development expenses between January 1, 2015 and March 11, 2019 qualify for a reimbursement.

Q: If I were to attend a professional development workshop to complete units for the California TK Stipend (CTKS) or for the required units, how would CEUs be calculated?

A: According to the US Department of Education, continuing education units, or CEUs, are awarded by many education and training providers to signify successful completion of non-credit programs and courses intended to improve the knowledge and skills of working adults. A typical CEU represents approximately ten (10) contact hours of experience in a structured continuing education experience. CEUs are similar in theory to academic credits but differ in two important respects:

1. CEUs are not awarded for academic study and do not represent, or provide, academic credit; and

2. They may be awarded for a variety of experiences in different settings whose only common criterion is that they be measurable, supervised educational or training experiences with defined starting and ending points. The workshop provider would look for options to provide CEUs or credit-bearing units with an institution of higher education (IHE); and some workshop providers may not offer CEUs or college credit. If CEUs are available they would be offered during the registration process.

Q: What if I pay for a class, registration, and course materials and the Transitional Kindergarten Professional Development Reimbursement Program runs out of funding?

A: When you apply, you will submit an estimate of costs for the professional development that you will be participating in. You will receive a confirmation that the amount you estimate will be held for you and paid out upon receipt of all required back up documentation. Reminder: participants are eligible for reimbursements of up to \$10,000 per fiscal year (July 1st – June 30th).