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4d. Employees must be with the agency for two years, must present academic plan and receive divisional approval, coursework must generally be related to the job duties, up to 50% of cost of the course is eligible for reimbursement with the completion of a passing grade (C).

Contracted teachers (per yearly contract) are reimbursed toward continuing education credit up to a maximum of \$300 per year. Generally the credits earned are to be in the field of education or subject matter in which the teacher is certified or assigned to teach.