

**How long will it take to complete my application? What should I do prior to beginning?**

We suggest that you set aside at least an hour to complete your application. Be prepared to complete the application in one sitting, as there is no option to save your work and return later. Read over the BESE Tuition Program for Teachers information thoroughly. Print a copy of the [Employing Authority Approval form](#) and ensure that it has been completed by your administrator. Note that the application includes [two short essay questions](#). You may find it beneficial to prepare your responses ahead of time. Once you begin the application, you can copy and paste your responses into the appropriate section.

**What information will I need to complete the application?**

It will be helpful to have the following information on hand before beginning your application:

- your Louisiana Teaching Certificate Number (if applicable)
- the official title and course code for the proposed course (ex. CSC 4890 Introduction to Theory of Computation) as well as all basic course information for the Spring 2019 offering (number of credit hours, start and end dates, course description)
- cost of tuition only for the proposed course (excluding ALL other fees such as registration fees, technology fees, etc.). Contact your institution if you need assistance in determining this value.
- a link to or description of the certification, higher degree, or broader professional development program that you are seeking to complete (if applicable)
- a scanned copy of the completed Employing Authority form, saved as a digital file. You will be prompted to upload the completed form within the application.

**Who is eligible to apply for the BESE Tuition Program for Teachers?**

Certified and currently employed Louisiana classroom teachers of state-approved public or nonpublic schools under the jurisdiction of BESE are eligible to apply. A classroom teacher is considered to be a lead teacher over a roster (or multiple rosters) of students. Teachers who currently receive retirement funds from a State retirement system or who are receiving other financial assistance (i.e. stipends, graduate assistantships) specified for tuition/registration costs for the proposed course are ineligible.

**Are any courses ineligible for tuition reimbursement through the program?**

The following courses are considered ineligible

- non-credit courses or audit courses
- non-instructional credit courses (e.g., thesis research, examination courses)
- courses in theology or divinity
- independent study or correspondence courses

### **Are essay questions included in the application?**

Yes. The following short essay questions are included in the application:

- *If selected, how will your enrollment in the BESE Tuition Program for Teachers impact YOU as an educator?*
- *If selected, how will your enrollment in the BESE Tuition Program for Teachers impact STUDENTS in your school?*

Each response must be no more than 1,000 characters in length.

### **Will certain applications be prioritized during the selection process?**

The BESE Tuition Program for Teachers is a competitive program open to certified Louisiana classroom teachers who meet the [eligibility requirements](#). Due to limited funding, priority will be given to applicants who:

- Apply to enroll in a course related to the implementation of a high school [STEM Pathway](#);
- Apply to enroll in a STEM course;
- Teach one or more STEM classes;
- Seek teacher certification in a STEM-related field;
- Teach in a rural school system;
- Teach at a school labeled Comprehensive Intervention Required and/or Urgent Intervention Required; and/or
- Apply to enroll in a course that fits into a broader certification, higher degree or other professional development program.

### **I am having trouble accessing the application. What should I do?**

Below are a few troubleshooting tips. If none of these solutions work, e-mail [STEM@la.gov](mailto:STEM@la.gov).

- Check to ensure that the application deadline has not passed.
- Try to access the link in a new browser window, or use a different browser.
- If you are signed in to an organizational Google account, such as one provided through your school, you may receive an error. Sign out of the account, and try to access the application again.

### **What qualifies as a STEM class or course?**

Whether pertaining to the applicant's proposed course or the class(es) the applicant currently teaches, STEM classes and coursework are defined as those in the Science, Technology, Engineering, and/or Math disciplines. A class or course in biology or computer science, for example, would be considered as STEM.