***For Active SMI Students, effective Fall 2019-Spring 2020 (Sept-May):*
Exam & Professional Development Reimbursement Program**

**TIERED CHART - ELIGIBILITY REQUIREMENTS**

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|   | **Funded Activities** | **Exam Registration****Cost Coverage** | **Requirements** |
| **Tier 1** | CBEST | $41 | * Provide passage and payment documentation for Tier 1 exam
* Complete EDUC 3 (minimum C grade)
* Complete EDUC 4 (minimum C grade) **or**Complete Peer Mentor Program (2 or more terms)
* Maintain an updated SMI Program Plan
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| **Tier 2** | Up to first CSET math/science subtests | $99/math$99/science (before 8/7/17 exams)$133/science subtest I(after 8/6/17 exams)$134/science subtest II (after 8/6/17 exams) | * Provide passage and payment documentation for Tier 2 exam(s)
* Complete EDUC 3 (minimum C grade)
* Complete EDUC 4 (minimum C grade) **or**Complete Peer Mentor Program (2 or more terms)
* Maintain an updated SMI Program Plan
* Pass CBEST exam (documentation required)
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| **Tier 3** | Up to second and third CSET math/science subtests | $99/math$99/science (before 8/7/17 exams)$133/science subtest I(after 8/6/17 exams)$134/science subtest II (after 8/6/17 exams) | * Provide passage and payment documentation for Tier 3 exam(s)
* Complete EDUC 3 (minimum C grade)
* Complete EDUC 4 (minimum C grade) **or**Complete Peer Mentor Program (2 or more terms)
* Maintain an updated SMI Program Plan
* Pass CBEST (documentation required)
* Pass one CSET math/science subtest exam (documentation required)
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| **Post-Tier: Professional Development (PD)** | One or more of these activities:-Additional CSET math/science subtests- Professional development workshops/conferences- Professional affiliation memberships- Scholarly STEM-EDUC journals | $125/year | * Complete EDUC 3 (minimum C grade)
* Complete EDUC 4 (minimum C grade) **or**Complete Peer Mentor Program (2 or more terms)
* Participant of the CMST Apprentice Program **or** attended 4 TTSM general meetings
* Completed at least one upper-division foundation EDUC course
* Maintain an updated SMI Program Plan
* Pass CBEST (documentation required)
* Pass at least 1 CSET math/science subtests (documentation required)
* Minimum GPA of 2.7
* Attend PD event in-full
* Debrief with SMI advisor after PD event
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| **Post-Exam Scholarship** | Each SMI advising appointment will be reviewed for eligibility, which will take into consideration the SMI Exam Target Completion Timeline. | $30: CBEST$75: CSET Math$100: CSET Science (approx. 75% of exam fees)BONUS (after foundation level + CBEST have been completed): $40 for each add’l math/science CSET exam (e.g. Math Subtest III, Science Subtest II life sciences, Science Subtest II chemistry, Science Subtest II physics, Science Subtest II earth and space sciences) | * Completed EDUC 3 (minimum C grade)
* Provide passage of exam results
* Satisfy the contract agreement terms of the SMI Post-Exam Scholarship

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**CBEST & CSET Exam Fee Reimbursement**

**Procedures and Guidelines**

Submit the following materials to the SMI Resource Center.

* [W-9 Form](https://smi.ucr.edu/files/w09form.pdf)
* CBEST/CSET test results (For verification purposes, SMI will gladly make a copy from the original document.)
* Original receipt of exam payment (e-mail confirmation from CBEST/CSET).
* SMI's [Request for Exam & Professional Development Reimbursement Request Form](https://smi.ucr.edu/files/examrequestform.pdf).  Upon receipt of reimbursement request, requestees will receive an online SMI Exam Reimbursement Survey.

REIMBURSEMENT FOR REGISTRATION FEES ONLY - LATE FEES AND OTHER CHARGES (COMPUTER-BASED SERVICES) ARE NOT PERMITTED FOR SUBMISSION.

CBEST and CSET Preparation guides and reference materials are available at the SMI Resource Center ([1315 Pierce Hall](http://campusmap.ucr.edu/campusMap.php?loc=PRC))

**Professional Development Reimbursement**

**Procedures and Guidelines**

For pre-approval:

* [W-9 Form](https://smi.ucr.edu/files/w09form.pdf)
* Complete the Pre-Professional Development Application for Registration Fee Support
* Submit copy of registration form & payment of receipt

**For post-approval:**

* + Schedule consultation with SMI Advisor at smi@ucr.edu.
	+ At the time of consultation with SMI Advisor, submit original copy of the PD agenda/program materials

**Classroom Instructional Supplies Reimbursement**

**Procedures and Guidelines**

An excellent way to develop pre-service training in the classrooms is to develop and implement classroom lessons with mentor teachers. As a way to support your classroom endeavors, SMI offers a modest reimbursement program to help offset costs associated with implementing classroom lessons.

If you wish to seek financial assistance from SMI toward your lesson implementation (up to $25/lesson), please follow the set of instructions listed below:

* + 1. Before implementation of lesson –
		Submit the [Step 1: APPROVAL FORM](https://smi.ucr.edu/files/supplyproposal.pdf) with documents requested in the form to SMI Resource Center.  Please allow for 5 to 7 days to review your request and for the items to be purchased/delivered.
		2. After SMI’s Approval
			- Purchase supplies *(if SMI is unable to furnish these specific items)*
			- Implement lesson
			- Submit [Step 2: Reimbursement Form](https://smi.ucr.edu/files/supplyreimbursement.pdf) with itemized paid receipt of items SMI approved for reimbursement.

**List of Unapproved Items**

* + - Food or Beverage Items
		- Explosives/Firearms
		- Controlled Substances/Narcotics/Dangerous Drugs
		- Consultants
		- Purchases from University Employees and Near Relatives
		- Radioactive Items
		- Rental of Real Property
		- Repairs to the Plants & Grounds

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***All policies and procedure are subject to changes due to resource and funding limitations.***