

Any questions please contact Genell Bradley at 516-425-4853 or hctagradcourses@gmail.com

**GUIDELINES ON REGISTERING AND REIMBURSEMENT FOR HCTA SPONSORED NYSUT
GRADUATE COURSES**

BEFORE REGISTERING:

- ✓ Go to MyLearningPlan (MLP/Frontline)
- ✓ Select Activities and choose the NYSUT catalog and filter for **Hempstead**
- ✓ Once you have found the **Hempstead Classroom Teachers Association or Hempstead Teacher Center sponsored** course, print a copy of the course description; including the name of the college or university.
- ✓ Go to the HCTA website (www.hcta-ny.com) and download the Graduate Course Approval Form.
- ✓ Complete the form, **attach the course description** and submit it to Christina Brown at (cbrown@hempsteadschools.org), in Human Resources, as soon as possible, and **prior to the start of the course**. (This isn't a commitment to take the course, should you change your mind.)
- ✓ Once you have received the approved copy signed by Dr. Gilmore, make a copy for your records. **Scan a copy of the signed form, send to Nicole Brown at nicolebrown.hcta@gmail.com**, she will sign it and forward it to me.

REGISTERING:

- ✓ Go to MyLearningPlan (MLP/Frontline)
- ✓ Select the NYSUT catalog and filter for Hempstead
- ✓ Once you have found the **Hempstead Classroom Teachers Association or Hempstead Teacher Center sponsored course**, follow the prompts and **be sure you scroll down to the Promotion Codes and click on Get Promocode. You will need your NYSUT ID number. If you don't know your ID number call NYSUT at 800-342-9810. Make sure you register for the class as graduate credit. In-service credits are not reimbursable.**
- ✓ Once you have registered, be sure you go back to the site, no sooner than two weeks prior to the course, to obtain a **"PAID IN FULL"** receipt. NYSUT doesn't officially charge you until two weeks prior to the class start date. The final cost of the course is \$822 or \$861. You will be reimbursed in full.

AFTER REGISTERING & BEFORE THE FIRST DAY OF CLASS:

- ✓ Submit a copy of your NYSUT **"PAID IN FULL"** receipt to **Genell Bradley at hctagradcourses@gmail.com**.
- ✓ Submit your name, school, personal email, cell number and complete mailing address. This is needed in order that a requisition be completed for reimbursement. The requisition will be completed for you.

AFTER COMPLETING THE COURSE & FOR YOUR REIMBURSEMENT:

- ✓ You will need to obtain **three copies** of your official transcript; one for your records, one for the Human Resources department and one for the Business Office. **The one for the Business Office must be submitted directly to Genell Bradley**. This will be attached to the other documents you submitted to me previously. You must contact the college directly to set up an account. Please verify that your grade has been posted to the college before requesting the transcripts.
- ✓ Reimbursement will come in the form of a separate check, which will be sent to your home. These checks go out once a month. Please do not contact the Business Office regarding your reimbursement; the Graduate Course chair will be happy to address your concerns. **Traditionally, reimbursements will take two to three months.**

If you have never received a reimbursement check for either a graduate course or conference, you will also need to complete a W-9 form. You can go online and download a W-9 form. Once completed, please email to Keith Halop at khalop@hempsteadschools.org. If you have changed your address recently, make sure the business office has your current address!

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