

Request for PAT Curriculum Training Reimbursement

Steps to follow when requesting reimbursement for a parent educator’s initial training. The Department will provide a partial reimbursement to school districts for training costs incurred by staff who participates in the Parents as Teachers National Center’s (PATNC) weeklong Foundational and Model Implementation trainings and/or Foundational 2 training. DESE will not reimburse for parent educators to be retrained in either curriculum.

1. Register and pay for the desired training with PATNC. (If you are registering for the weeklong Foundational and Model Implementation Training, you must meet the DESE Parent Educator Qualifications. <http://dese.mo.gov/sites/default/files/eel-el--Program-Guidelines.pdf>. Section 2.3)
2. Complete a Family Visit Consultation (FVC) with your assigned consultant. DESE contracts to provide a consultant for each new parent educator in Missouri. Your consultant will be contacting you to discuss the process and schedule a visit. New parent educators must complete some family visits prior to meeting with your consultant.
3. For reimbursement, complete the request for PAT Curriculum Reimbursement form, after you have attended the training and completed the FVC outlined in Step 2. Submit the form along with your paid invoice to DESE. (You may obtain your paid invoice by logging into the PATNC portal or by calling 314-432-4330.) We will reimburse \$300 for the required weeklong Foundational and Model Implementation (FMI) and \$260 for the Foundational 2 training.

To access the paid invoice in the PATNC portal, follow these steps.

- The parent educator that created the order will log into parentsasteachers.org
 - Go to “My Profile”
 - Go to “Order History”
 - Click on the order and it will open
 - Look for the green tab labeled “Print this Invoice”
4. Once the information is received and verified, DESE will process your request for reimbursement. **Reimbursement requests will be processed on a first come first serve basis as long as funds are available.**

**All parent educators must be added to Screen 18 & 20 of Core Data.*