

NEWPORT NEWS PUBLIC SCHOOLS  
Human Resources Department 12507 Warwick Boulevard Newport News, VA 23606-6130

**PRAXIS II TEST  
PRAXIS II PREPARATION CLASS  
FINANCIAL ASSISTANCE FORM**

Submit this completed form to Human Resources  
**PRIOR** to the scheduled test date for approval.

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Work Site \_\_\_\_\_ Position \_\_\_\_\_  
Job Title \_\_\_\_\_

DATE OF ASSESSMENT: \_\_\_\_\_

COST (not to include cost of late fees or materials) \$ \_\_\_\_\_

*The Jump Start Program will absorb the cost of one PRAXIS II Preparation Class and a maximum of two PRAXIS II tests for each participant not to exceed a total of \$500. To receive PRAXIS II fee assistance or Preparation Class fee assistance, the employee must submit to Human Resources the approved form, a passing test score report and a copy of a receipt of payment within forty-five (45) days after successful completion. Exceptions to this may be granted only when a passing test score report is not made available within that forty-five (45) day period of time and if the employee has notified Human Resources in writing within that forty-five (45) day period. Contact person: [ask.hr@nn.k12.va.us](mailto:ask.hr@nn.k12.va.us) (881-5061)*

Under penalty of perjury, I certify that the information provided on this form is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

**APPROVED** \_\_\_\_\_  
Allowable reimbursement \$ \_\_\_\_\_  
DATE \_\_\_\_\_

**NOT APPROVED** \_\_\_\_\_  
DATE \_\_\_\_\_  
REASON \_\_\_\_\_

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEWPORT NEWS PUBLIC SCHOOLS  
Procedures for PRAXIS II Assistance

**Who will qualify?**

- Full time, novice, provisionally-licensed teachers who do not have a passing PRAXIS II test score on file in NNPS Human Resources Department.

**Procedures:**

- Employee will register to take the PRAXIS II test.
- Employee will complete the PRAXIS II Financial Assistance form PRIOR to the scheduled test date and submit that form to the Human Resource Office for approval.
- The Human Resource Department will return the approved form to the teacher.
- Upon passing the assessment test, the employee will submit to the Human Resource Department a copy of a receipt of payment, the original approved PRAXIS II Financial Assistance form and a passing PRAXIS II score report.
- Documentation for fee assistance must be submitted with forty-five (45) days after successful completion of the assessment.
- Exceptions to this may be granted *only* if the passing score report is not made available within the forty-five (45) day period and if the employee has notified the Human Resource Department in writing within that forty-five (45) day period of time.