

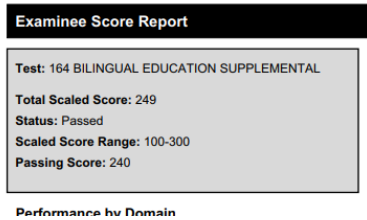
## Reimbursement Letter & Information

### TEExES #164 Bilingual Supplemental, TEExES #190 BTLPT & TEExES #154 English as a Second Language Supplemental

Classroom teachers who **PASS** the TEExES #164 Bilingual Supplemental Exam, TEExES #190 BTLPT (Bilingual Target Language Proficiency Test (Spanish), and/or TEExES #154 English as a Second Language Supplemental. The reimbursement opportunity applies to teachers who are seeking certification during the **2024-2025** school year.

**Guidelines:**

1. Provide a scanned copy of the **registration receipt** for the TEExES #164, TEExES #190, and/or TEExES #154 exam.
  - a. This receipt must include your payment of \$118 (TEExES #164, TEExES #154 and/or TEExES #190) and your name.
2. Sign the *Letter of Intent* (p.2) to engage in continued professional learning aligned with instructing Emergent Bilinguals (EB).
3. Provide a scanned copy of the ETS Examinee Score Report.
4. See the examples:



Item	Item Price	Payment Method	Payment Amount
English as a Second Language Supplemental	\$118.87	Credit Card	\$118.87
<b>Total Item Price:</b>	<b>\$118.87</b>	<b>Total Payment:</b>	<b>\$118.87</b>

Paid to Eval Systems Test Fee

5. Email all **scanned documents** to Sandra Zavala and your employee ID to: [szavalagarcia@irvingisd.net](mailto:szavalagarcia@irvingisd.net), Secretary to the Director of Bilingual/ESL and Language Services.

If you lost your registration receipt(s):

- Send an email to <http://www.tx.nesinc.com/Contacts.aspx> to request a confirmation email or receipt that shows that you have paid for your TEExES #164 Bilingual Supplemental Exam, TEExES #190 BTLPT (Bilingual Target Language Proficiency Test (Spanish) and/or TEExES #154 English as a Second Language Supplemental exam. Include the name of the exam name, test date, your name,
- and TEA ID #. You will receive it within the next few business days.

**\*Note:**

- We do not reimburse renewals or to add it to your current TEA certification. We only reimburse the cost of the exam(s).
- For the 2024-2025 test reimbursement form must be received by **May 15, 2025**.
- Summer tests will be reimbursed after September 1, 2025, for teachers who continue to be employed by Irving ISD.

For any questions, contact [szavalagarcia@irvingisd.net](mailto:szavalagarcia@irvingisd.net) the Irving ISD Bilingual/ESL & Language Services Department at 972-600-5252.

### Letter of Intent to Engage in Professional Learning

The Bilingual, ESL & Language Services Department congratulates you for passing the Bilingual or ESL Supplemental exam and becoming certified. We are proud of your accomplishment and the hard work that went into your quest.

To support your continued professional growth in instructing Emergent Bilinguals, the department will provide opportunities to participate in workshops, training, and institutes. We encourage you to commit to furthering your knowledge base in bilingual and ESL best practices.

The professional learning will be in the form of institutes, workshops, and training throughout the school year.

Thank you for your commitment to providing a quality education to our Emergent Bilingual students.

Sincerely,

Eduardo Gonzalez, Director of Bilingual/ESL and Language Services

I \_\_\_\_\_, certify that I have passed my exams and have added it to my TEA certification for the 2024-2025 school year.

Please complete the section below and submit the following:

- print your receipts of payments for exam(s), that includes your name
- send scanned copies of the documents to Sandra Zavala, [szavalagarcia@irvingisd.net](mailto:szavalagarcia@irvingisd.net) Secretary to the Director of the Bilingual/ESL and Language Services Department.

Employee Information	
Printed Teacher Name: _____	Employee ID#: _____
Campus: _____	Teaching Assignment: _____
Test Information	
Test(s): _____	
Date of Test: _____	Cost: _____

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

For 2024-2025 test reimbursement form must be received by **May 15, 2025**.