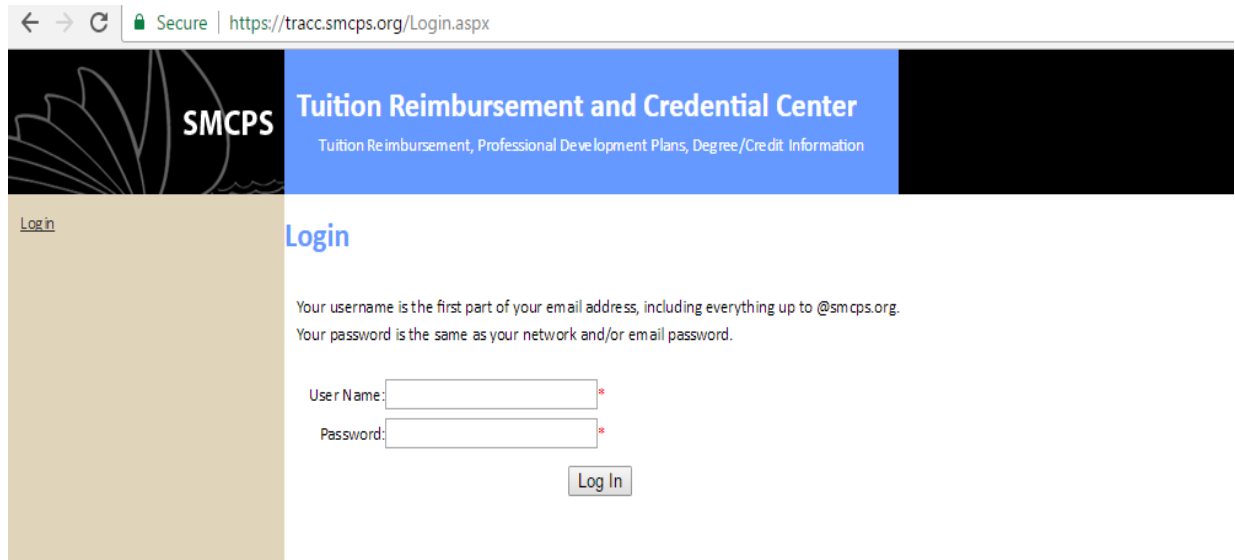


HOW TO REQUEST AN ENDORSEMENT EVALUATION

The following link should bring you to this page: <https://tracc.smcps.org>



Secure | <https://tracc.smcps.org/Login.aspx>

SMCP Tuition Reimbursement and Credential Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

[Log in](#)

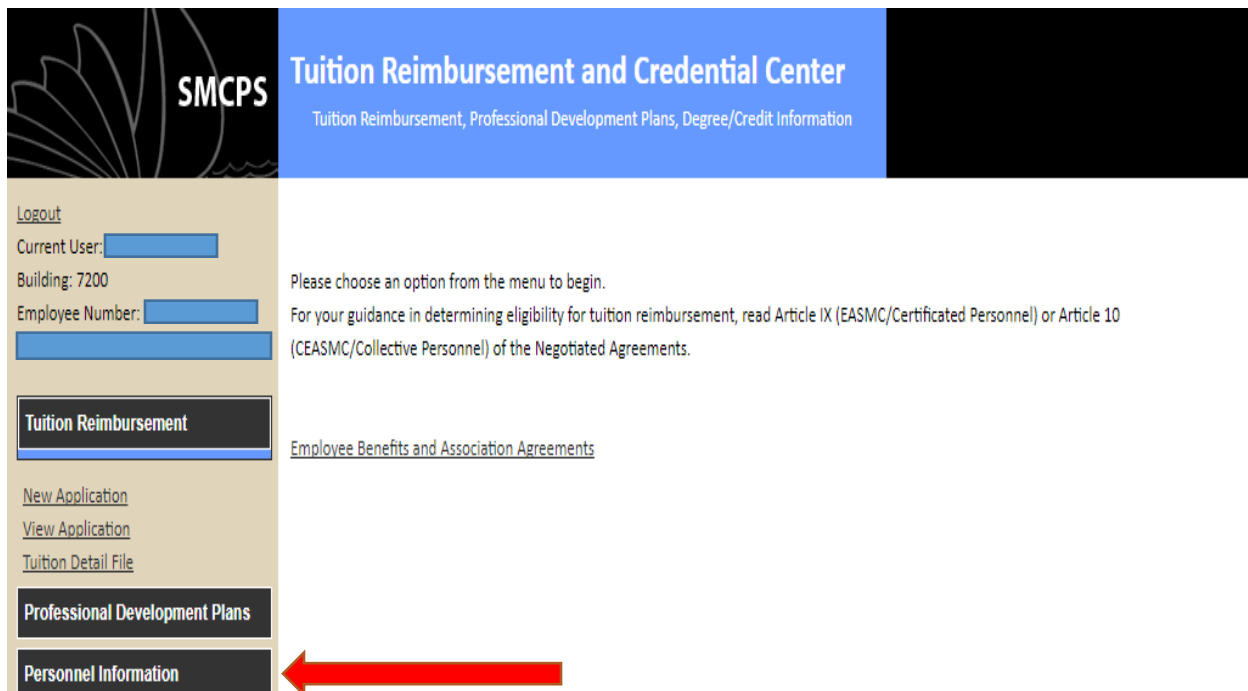
Login

Your username is the first part of your email address, including everything up to @smcps.org.
Your password is the same as your network and/or email password.

User Name: *

Password: *

1. Enter your user name – this will be the first part of your email address.
2. Enter your password – this will be the password that is used for your network and email login. The following page will appear:



SMCP Tuition Reimbursement and Credential Center
Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

[Logout](#)

Current User:

Building: 7200

Employee Number:

Tuition Reimbursement

[New Application](#)

[View Application](#)

[Tuition Detail File](#)

Professional Development Plans


Personnel Information

Please choose an option from the menu to begin.
For your guidance in determining eligibility for tuition reimbursement, read Article IX (EASMC/Certificated Personnel) or Article 10 (CEASMC/Collective Personnel) of the Negotiated Agreements.

[Employee Benefits and Association Agreements](#)

1. Click on the “Personnel Information section on the left side bar.
2. The following page will appear:

[Logout](#)
Current User:
Building: 7200
Employee Number:

Tuition Reimbursement
Professional Development Plans
Personnel Information
[View Documents](#)
[View Credits/Degree/Certificate](#)
[New Evaluation Request](#) 
[Evaluation Request History](#)

Please choose an option from the menu to begin.
For your guidance in determining eligibility for tuition reimbursement, read Article IX (EASMC/Certificated Personnel) or Article 10 (CEASMC/Collective Personnel) of the Negotiated Agreements.

[Employee Benefits and Association Agreements](#)

1. Enter the "Type of Evaluation" you are requesting from the drop down menu.
2. Be sure to include the Subject Area Name.
3. Provide as many Details as necessary.