



AFSCME/OHSU
 JOINT COMMITTEE FOR EDUCATION AND TRAINING
CERTIFICATION FUNDING REQUEST APPLICATION
 FOR AFSCME REPRESENTED EMPLOYEES ONLY

The Certification/Licensure program offers AFSCME represented employees the opportunity to request partial funding for initial certifications that pertain to their present positions or immediate career goals.

An individual may be reimbursed up to 75% of the cost of each certification/license. An applicant may apply for any certifications that he/she earned within the fiscal year (June 1, 2005 -- May 31st, 2006). Disbursement of more than \$500 to any one individual during a fiscal year will require prior approval by the Career Development Committee.

Recertifications or license renewals that an individual needs to maintain employment are not eligible for reimbursement.

Applications will be accepted on a rolling basis. You may only submit a reimbursement request for 75% of the cost of certification/licenses that you have been awarded. The committee will not reimburse you for missed work time or travel/incidental expenses. The committee has allotted \$5,000 per year for this program. Reimbursement is contingent upon available funds.

Copies of receipts showing your expenses (registration forms, checks, credit card copies) and a copy of your certification or license must be attached to your request. The final deadline for applications is May 31, 2006. Checks will be mailed to the applicant's home address. You should expect a 2-6 week turnaround time following submission of the application to receive a disbursement.

Employee ID:	First Name:	Initial:	Last Name:	Application Date:
Mail Code:	Email address:		Work Phone:	Home Phone:
Home Address:			Home City/State/Zip:	
Social Security Number:			Department/Work Unit:	
Present Job Classification/Title:			Which Job Title/Classification will this certificate/license qualify you for?	
Name of Certification/License:				
Date of Exam:	Test Location:	Did you pass the exam? (No pass may still be eligible for reimbursement, see guidelines.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Cost:	Amount Requested:
Other comments:				
Attach a copy of your receipts/bill for the exam and a copy of the certificate/license.				

Please submit application to the OHSU/AFSCME Career Development Center,
Mail code: LIB/CDC Fax: 8-0275 Phone: 8-0211

Certification Program Policies and Guidelines

- The Certification/Licensure program is only available to AFSCME represented employees.
- Partial funding is available for *initial* certifications that pertain to present positions or immediate career goals.
- Re-certifications or license renewals that an individual needs to maintain employment are not eligible for reimbursement.
- Awards will be a maximum of 75% of the cost of the certification.
- The applicant may apply for any certifications that earned within the fiscal year (June 1, 2005 to May 31, 2006).
- The final deadline for applications is May 31, 2006.
- Applications will be accepted on a rolling basis. The committee has a maximum of \$5,000 available for grant reimbursement. Reimbursement is contingent upon available funds.
- An individual may apply for reimbursement for as many initial certifications as they qualify for in the fiscal year. Requests of more than \$500 per individual are subject to further investigation and approval of the Career Development Committee.
- The applicant may only be reimbursed for the cost of the certification (travel costs, preparation materials, time off from work, etc. will not be reimbursable.)
- If an individual does NOT pass an examination, they may still be reimbursed for 75% of the cost of the exam. An individual may be reimbursed to a maximum of 50% for a 2nd attempt, but must pass to receive reimbursement.
- Copies of receipts showing your expenses (registration forms, checks, credit card copies) *and* a copy of the certification or license are required.
- Applicants agree to report any reimbursements received from other sources, such as department. An applicant cannot receive more than 100% the cost of a certification.

Return Completed Forms to Joint Committee for Education & Development Mail code: LIB/CDC

Or drop-off at BICC Room 404, Or via email to cdctrain@ohsu.edu

You should receive a confirmation of receipt within 10 days of submitting your form. If you do not, please contact us immediately.

For questions call (503) 418-0211