

# Certification and Licensure Exam Fee Reimbursement for CSEA/MC/PEF and UUP

For complete instructions, please refer to the specific website. For tuition questions, please contact Shirley Menzies, Human Resources, at 4-4759.

Exam Fee Program Name	Who Is Eligible?	What is the Eligibility Guideline?	What is Covered?	Where Do I Get the Forms?	What Is the Deadline?
<p>CSEA Employees (Bargaining Units 02, 03, 04)</p> <p>Certification and Licensure Exam Fee Reimbursement</p> <p><b>Pilot Program</b></p> <p>4/1/08 – 3/31/09</p>	<p>CSEA-represented Employee in the ASU, ISU or OSU bargaining units who is:</p> <p>.not otherwise being reimbursed by their agency for their examination fee</p> <p>and</p> <p>.receiving a NYS paycheck at the time of application.</p>	<p>The exam must comply with three requirements:</p> <ol style="list-style-type: none"> <li>1. The exam must be job-related or career-related;</li> <li>2. The exam must lead to certification or licensure for an occupation that currently exists in NYS service.</li> <li>3. The exam must be administered by an accredited organization</li> </ol> <p><u>Civil Service exams as well as other exams are NOT covered</u></p>	<p>An employee can be reimbursed for one certification or licensure examination fee up to a maximum of \$300.</p> <p>For more information, please go to</p> <p><a href="http://www.nyscseapartnership.org">http://www.nyscseapartnership.org</a></p> <p>and click on Tuition Reimbursement</p> <p>To be reimbursed, you must be able to prove you completed the examination.</p>	<p>Interested applicants must speak to a Partnership advisor to be eligible for this program. Call (518) 486-7814 or (800) 253-4332 for more information and an application form.</p>	<p>The Partnership program will provide deadline information at application time</p> <p>The examination must be held between April 1, 2008 and March 31, 2009.</p>
<p>MANAGERIAL/ CONFIDENTIAL Employees (Bargaining Units 06 and 13)</p> <p>Certification and Licensure Exam Fee Reimbursement</p> <p>4/1/08 – 3/31/09</p>	<p>All M/C employees who, at the time of registration for the exam and upon successful completion of the exam, have completed 13 qualifying biweekly pay periods.</p>	<p>An exam must comply with three requirements:</p> <ol style="list-style-type: none"> <li>1. The exam must be job-related or career-related or both;</li> <li>2. The exam must result in certification or licensure for an occupation that currently exists in NYS service; and</li> <li>3. The exam must be administered by an accredited body.</li> </ol>	<p>Full-time employees and employees who are employed to work 50% or more:</p> <p>Full cost of each exam, not to exceed a total reimbursement of \$600 during the 4/1/08-3/31/09 period.</p> <p>Part-time employees who work less than 50% will be reimbursed 50% of the cost of each exam, not to exceed total reimbursement during the 4/1/08-3/31/09 period.</p>	<p><a href="http://www.goer.state.ny.us/mc/fe-e-reimb">http://www.goer.state.ny.us/mc/fe-e-reimb</a></p> <p>at the back of the guidelines. Also, you can obtain them from the Hospital HR office, Shirley Menzies, at 4-4759</p> <p>Incomplete or illegible applications will be denied.</p>	<p>Applications must be postmarked no later than March 31, 2009.</p>

## Certification and Licensure Exam Fee Reimbursement for CSEA/MC/PEF and UUP

Exam Fee Program Name	Who Is Eligible?	What is the Eligibility Guideline?	What is Covered?	Where Do I Get the Forms?	What Is the Deadline?
<p>PEF/PS&amp;T Employees (Bargaining Unit 05) Certification and Licensing Exam Fee Reimbursement Program (CLEFRP)</p> <p>4/1/08-3/31/09</p>	<p>At the time of registration, all PEF members who are either full-time or part-time and who have completed 13 qualifying biweekly pay periods.</p>	<p>An exam must comply with three requirements:</p> <ol style="list-style-type: none"> <li>1. The exam must be job-related or career-related or both;</li> <li>2. The exam must result in certification or licensure for an occupation that currently exists in NYS service; and</li> <li>3. The exam must be administered by an accredited body.</li> </ol>	<p>Full-time employees and employees who are employed to work 50% or more:</p> <p>Full cost of each exam, not to exceed a total reimbursement of \$600 during the 4/1/08-3/31/09 period.</p> <p>Part-time employees who work less than 50% will be reimbursed 50% of the cost of each exam, not to exceed total reimbursement during the 4/1/08-3/31/09 period.</p>	<p><a href="http://www.goer.state.ny.us/train/pst/2008CertLicenseExamFee/CLEFRPGuidelines.html">http://www.goer.state.ny.us/train/pst/2008CertLicenseExamFee/CLEFRPGuidelines.html</a></p> <p>or <a href="http://www.PEF.org">http://www.PEF.org</a>, and click on Tuition and Professional Development</p> <p>Separate applications must be submitted for each exam over \$25.</p>	<p>Exam must be held on or after April 1, 2008.</p> <p>Applications must be mailed via certified mail and postmarked no later than <u>60 calendar days after the exam</u>. For exams taken from April 1, 2008 through October 1, 2008, applications must be postmarked <u>no later than 60 calendar days after the examination or December 1, 2008, whichever is later.</u></p>
<p>UUP Employees (Bargaining Unit 08)</p> <p>Individual Development Awards Program</p> <p>7/1/08-6/30/09</p>	<p>Full- and part-time employees</p> <p>Full-time employees must be in the bargaining unit at the time of the award and during the dates of the project or activity.</p> <p>Part-time employees must also be eligible for health benefits</p>	<p><b><u>Because this program is not only for certification and licensure exam fee reimbursement</u></b>, there are various requirements based on the reason for application.</p> <p>Applications are made directly to the local UUP (HSC/Hospital) office and decisions/approvals are made at the local campus level. For more information, please contact your local UUP office at 444-1505</p>	<p>The maximum amount that can be awarded for each employee under this program is \$1,000. Employees may only be funded for one project of activity per award period.</p>	<p><a href="http://www.UUPinfo.org">http://www.UUPinfo.org</a> and click on JLM Grant Programs/Professional Development</p> <p>or <a href="http://www.nysuup.lmc.state.ny.us/development/individual.html">http://www.nysuup.lmc.state.ny.us/development/individual.html</a></p> <p>Once the application has been completed you must send it to your local UUP office. Please contact them at 444-1505</p>	<p>Contact your local UUP (HSC/Hospital) office at 444-1505 for specific information</p>