

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

For complete instructions, please refer to the specific website. For tuition questions, please contact the Tuition Coordinator at 631-444-4754.

Program Name	Who Is Eligible?	What is the Eligibility Guideline?	What is Covered?	Where Do I Get the Forms?	What Is the Deadline?
CSEA Employees (Bargaining Units 02, 03, 04) Certification and Licensure Examination Fee Reimbursement	State Hospital/LISVH Employees represented by CSEA who are receiving a NYS paycheck when applying (application received after first paycheck and before last paycheck)	The exam must comply with three requirements: 1. The exam must be job-related or career-related. 2. The exam must lead to certification or licensure for an occupation that currently exists in NYS service. 3. The exam must be administered by an accredited organization. <u>Civil Service exams as well as other exams are NOT Covered</u>	An employee can be reimbursed for an unlimited number of certification or licensure exam fees (up to a maximum of \$350 per exam). For more information, please go to http://www.nyscseapartnership.org Click on Tuition Benefits, Tuition Benefits Catalog for Executive Branch Employees (PDF)	Interested applicants must contact a Partnership advisor at advisors@nyscseapartnership.org or by calling 1-800-253-4332	The Partnership advisor can provide deadline information.
PEF/PS&T Employees (Bargaining Unit 05) Certification and Licensure Exam Fee Reimbursement Program (CLEFR)	State Hospital/LISVH employees who are represented by PEF at both the start and end dates of the exam	An exam must comply with three requirements: 1. The exam must be job-related and/or career-related. 2. The exam must result in first time certification, licensure or designation for an occupation that currently exists in NYS service. 3. The license, certification, or designation must be awarded by an eligible provider.	Full-time employees and employees who are employed to work 50% or more: Maximum reimbursement is \$5,000 per calendar year Part-time employees who work less than 50% will be reimbursed 50% of the cost of each exam not to exceed a total reimbursement amount.	To obtain an application form, please visit www.goer.ny.gov click on Training and Development, PEF	Please refer to the website for more specific information.

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UUP Employees (Bargaining Unit 08) Individual Development Awards Program	All members of the UUP bargaining unit	There are various requirements based on the reason for application. Applications are made directly to the local UUP Chapter office. Award decisions/approvals are made at the chapter level. For more information, please contact your UUP Chapter office at 444-1505	The maximum amount that can be awarded for each employee under this program is \$1,200. Employees may only be funded for one project of activity per award period. Check the website for deadline dates	Additional information can be obtained at: NYS/UUP JLMC CLEFR Program Office of Employee Relations	Contact your UUP Chapter office at 631-444-1505 for specific information.