

# Certification/License Reimbursement Application

(Only General City Management employees are eligible.)

Form ER75-C, R. 11/08

**RETURN APPLICATION TO:**  
 Training & Development Services  
 Department of Employee Relations  
 200 E. Wells Street, Room 706  
 Milwaukee WI 53202-3515  
 414.286.3650 / Fax: 414.286.0800  
 Email: jkamme@milwaukee.gov  
 www.milwaukee.gov/der/TuitionBenefit

**INSTRUCTIONS:** Please use black ink only; do not use a pencil. Sign and attach a copy of a PAID RECEIPT **and** a copy of the license or certification. Forward to your Supervisor for approval and signature.

## APPLICANT INFORMATION

<b>NAME:</b>		<b>(WORK):</b> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
<b>DEPARTMENT:</b>		<b>Employee I.D. #:</b>

After your application is reviewed and processed, you will receive an Approval Determination Letter via EMAIL. The letter will let you know on which paycheck the reimbursement will be added. *Please check one of the following:*

I have neither a personal or work Email address; mail the letter to my home.

Email the Approval Determination Letter to the following Email address:

NAME OF CERTIFICATION and/or LICENSE RECEIVED	EFFECTIVE DATE <i>(month/day/year)</i>	COST or FEE
1)		\$
2)		\$
3)		\$

DESCRIBE how the Certification and/or License is DIRECTLY related to your present position:

Please sign and forward the application, required documentation and receipts to your immediate Supervisor for approval and signature.

I have read the instructions and administrative guidelines and I agree to abide by them.

I understand my immediate Supervisor and Employee Relations must approve this application.

<b>PLEASE SIGN HERE:</b>	<b>Date:</b>
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## DEPARTMENTAL SIGNATURE AND APPROVAL

The Licenses and/or Certifications are DIRECTLY RELATED to the employee's present position.

<b>PLEASE SIGN HERE:</b>	<b>Date:</b>
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## THIS SECTION IS FOR EMPLOYEE RELATIONS' USE ONLY

Approved: _____ Disapproved: _____	1)	\$
Previous Reimbursement: \$	2)	\$
PAY CODE: 906    PAY DATE:	3)	\$
COMMENTS:	<b>Total (#1-3):</b>	\$

**KEEP THIS PAGE FOR YOUR RECORDS. DO NOT ATTACH IT TO THE APPLICATION.**

## **REIMBURSEMENT INSTRUCTIONS for Certification and License Fees:**

Please use this application (ER-75-D) to apply for reimbursement of **job-related certifications or licenses** (only City Management employees are eligible).

1. Please read the Administrative Guidelines below.
2. Complete the APPLICANT INFORMATION section in full; sign application.
3. **LICENSES:** Attach a photocopy of the License to the back of the application.
4. **CERTIFICATIONS:** Attach a photocopy of documentation showing you completed and/or passed a Certification exam.
5. Attach a copy of a **PAID** receipt that shows the seminar, conference or convention fee has been paid, as well as the amount paid. Please do not submit originals, as they will not be returned to you.
6. Forward the completed application and documentation to your immediate Supervisor for approval and signature.
7. **The applications are reviewed and processed in the order in which they are received. In general, you will receive the reimbursement within 8 weeks from the date Training & Development Services received your completed application and required documentation. The reimbursement is added to your regular payroll check and is non-taxable (the approval determination letter will have the check date on it).**

### **NOTE on receipts:**

Whenever possible, copy all receipts unto one piece of paper (8½" x 11") separate from the application. Please see the Administrative Guidelines for more details on receipts.

## **Administrative Guidelines for Certifications and Licenses**

- **Only City Management Pay Plan employees** are eligible for Certification and License fee reimbursement. The reimbursement includes any fees associated with certifications (*i.e., exams, \*self-study materials that are directly related to the certification, etc.* -- *\*self-study materials are only reimbursable if you pass the examination*)
- **You must submit the application**, receipts, and required documentation within four (4) months of paying for the Certification or License.
- **Part-Time Employees:** Part-Time employees are eligible for prorated Tuition Benefit provided they work a minimum of 40 hours per pay period.
- **A valid, paid receipt is required** for ALL reimbursement requests.
- **Definition of an Acceptable Receipt:** Receipts MUST show that payment was made, as well as the amount paid. Examples of acceptable receipts include: cash register receipt, canceled check (copy of both sides required), money orders, credit card statements, or official receipts provided by the school or organization. Bank statements are only acceptable when accompanied by a copy of the front of the check or check carbon.
- **Unacceptable receipts include** invoices or registration forms requesting payment, receipts that show payment was made by another person, or receipts that are not legible.
- **Approval Determinations:** If you want to know in advance if a course will be approved for reimbursement, please call 286-3650 or 286-3387. The Certification or License must be **directly** job related to the applicant's present position. The reimbursement is based on courses taken during the calendar year (January - December) and is **always** applied to the year in which a certification or license **begins**.
- **Tuition Reimbursement Benefits Do Not Cover:** Non-required textbooks, union dues, finance charges, sales tax, licenses, certifications, examinations, shipping/handling charges, late and administrative fees, travel expenses (IE: lodging, meals, mileage), parking fees, magazine/journal/ periodical subscriptions, equipment or supplies. Certain bargaining units are eligible for REQUIRED equipment and supply reimbursement.
- **Taxes:** The Certification and License reimbursement is **nontaxable**. The reimbursement is added to your gross total, but not to taxable earnings and NO withholdings will be taken.
- **Resignations from City Employment:** If you resign from City employment within six months of receiving a reimbursement, that amount will be withheld from your final paycheck. This does not apply to those who retire, transfer to the School Board, or whose positions are eliminated due to budget cuts.