



## **Education Assistance Certification Assistance Guidelines**

### **Benefit**

- Full-time and Part-time employees may receive up to \$500 of certification reimbursement per calendar year.
- There is no limit on how many applications can be submitted.
- Certification must be obtained through a recognized professional organization.
- Certification must include a verification of knowledge through an exam.
- Reimbursement is based on the invoice cost from the sponsoring agency.
- The following expenses are considered eligible for certification reimbursement:
  - Exam fees
  - Renewal fees
  - Certification assistance does not include travel costs or preparation material costs.

### **Employee Eligibility**

- Employee must be a 0.5 FTE or greater.
- Employee must be in good standing at time of payment. Refer to HR12 Employment Status policy.

### **Certification Eligibility**

- The certification or recertification must not be required for the employee's current role per the employee's job description.

### **Application**

- Paperwork must be submitted electronically in Workday for processing within 90 days of certification completion.
  - Invoice showing the certification exam/recertification cost and payment (or deferment).
- Documentation showing the certification achieved.