

HEA Application for Non-Certified Personnel (NCPs) Reimbursement Of Certification Fees - Sept. 2017 to Aug. 2018

***TEACHERS DO NOT USE THIS FORM! THIS IS FOR NCPs ONLY!** See p. 64 of current HEA contract.

Name (Include any/all names that might appear on your certification)

Type of certification currently held _____

Please explain briefly how the certification is related to your current assignment.

Were you reimbursed in whole or in part for this certification by any other means? (ie: grant, district, department money, etc.) Yes _____ No _____

If yes, please indicate the amount that was reimbursed: _____

Cost of certification/renewal certification: _____

Please use one application per certificate and attach the following to each application:

1. **Copy of Certificate** or renewal certification.
2. **Receipt** indicating amount paid for **certification only. A receipt is not a tax form, nor is it a cancelled check!** It is possible to use an itemized credit card bill.

Certification Reimbursement Rules

- All applications for certification reimbursement must be submitted by the December deadline with all paperwork in order for the staff member to be reimbursed for certification fees.
- All applicants must be covered by the HEA contract during the time in which they applied for certification.

_____ **Yes, I have read and understand the rules for application towards HEA certification reimbursement.**

_____ **Please check if you are currently a member in good standing.**

Return to: Jay Woods at **Holland High School** **Deadline: December 7, 2018**
Please make copies of all paperwork for your personal records. All submitted paperwork will not be returned, but will be kept on file.