



# EDUCATORS' ASSOCIATION REIMBURSEMENT FOR LICENSURE

## STEP 1: TO BE COMPLETED BY EMPLOYEE

Name	
Position	
Building Location	

License Description	Total Cost

Effective July 1, 2018, the BOCES will bear the cost of licenses and/or related legal certification once during the life of the contract for all unit members that are required by BOCES to maintain such licenses for the purpose of Medicaid billing for their services. The member must provide proof of receiving the licenses and/or related legal certificates and proof that they have made payment prior to BOCES reimbursement.

This is the first time I have submitted a request for reimbursement of license fees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proof of payment and updated license must accompany this reimbursement request and be sent to Human Resources.**

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## STEP 2: TO BE COMPLETED BY HUMAN RESOURCES

Medicaid

Director of K-12/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

The above reimbursement is  approved  rejected.

Director of HR/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

- Receipt attached
- Proof of updated license
- Eligible for one time payment
- Sent to department for PO creation on \_\_\_\_\_
- Copy Personnel File

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## STEP 3: TO BE COMPLETED BY DEPARTMENT

- Create PO
- Process PO with Business Office