



NATIONAL BOARD FOR PROFESSIONAL STANDARDS CERTIFICATION PAYMENT REQUEST FORM

Per the contractual agreement, unit members of the Wayne-Finger Lakes Educators' Association are eligible for reimbursement of funds expended to secure certification and as an incentive for maintaining the certification. It is the employees' responsibility to resubmit proof of continued certification within the required timeframes for payment to be issued. **A copy of the original certificate is required for submission and copies of receipts are required for initial certification. A copy of the certification will be kept on file in the members' personnel file.**

- **Initial certification application** fees are reimbursable up to \$2,500 upon proof of successful completion for members who complete the certification process while employed at BOCES
 - **Receipts for certification costs are required** to produce a purchase order (PO).
 - **Reimbursement for initial certification is paid through the PO by Accounts Payable.**
- **Continued maintenance of certification** is paid at \$1,000 annually after submission of valid certification:
 - **During the period of certificate validity between issue and expiration date, member will be eligible for payment. When the certification is expired, it is the employee's responsibility to resubmit through this process.**
 - **Payment for continued maintenance of certification is paid through Payroll in a lump sum.**

PAYMENT REQUEST INFORMATION	
Association Member's Name	
Last 4 of SSN	
Reason for Reimbursement or Payment	<input type="checkbox"/> Certification process completed while employed by W-FL BOCES (up to \$2,500 reimbursement paid through Accounts Payable)
	<input type="checkbox"/> Annual payment (\$1,000 stipend. Paid in a lump sum through Payroll after May 1 and no later than June 30)
Certificate Validity	Certificate Issue date:
	Certificate Expiration date:
Type of Certification (check one)	National Board Certified Teacher (NBCT) awarded by The National board for Professional Teaching Standard (NBPTS) Nationally Certified School Psychologists (NCSP) awarded by National Association of School Psychologists (NASP) Nationally Certified School Counselor (NCSC) awarded by National Board for Certified Counselors (NBCC) Certificate of Clinical Competence in Speech-Language Pathology (ASHA-CCC) awarded by American Speech-Language-Hearing Association (ASHA) Occupational Therapist Registered (OTR) awarded by The National Board for Certification in Occupational Therapy (NBCOT) American Physical Therapist Specialist Certification awarded by the American Board of Physical Therapy Specialties (ABPTS) Assistive Technology Professional (ATP), Seating and Mobility Specialist (SMS) and Rehabilitation Engineering Technologist (RET) awarded by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)



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To secure payment or reimbursement for the current school year, this form must be submitted between January 1st and May 1st.

** If the copy needs to be verified by presenting the original hard copy in person, the employee must comply and present such to the HR Department upon request.*

I understand that it is my responsibility to submit proof and to provide updated copies of certification between Jan 1 – May 1, when applicable as outlined above.

Association Member's Signature	Date:
HR Reviewed & Verified by (please print)	Date:

Submit to: Human Resources Department, Wayne-Finger Lakes BOCES
131 Drumlin Ct, Eisenhower Bldg., Newark, NY 14513-1863
Or by Fax (315) 332-7373 * or email to HR Staff

Office Use ONLY:

Authorized by Director of Human Resources or designee

Approved **Denied**

Signature: _____ Date: _____

Forward to Accounts Payable (\$2,500 reimbursement)

Date Paid		Amount Paid		Check Number	
Budget Code					

Once payment is complete, send a copy of this form to HR for the personnel file.