



**APPLICATION FOR REIMBURSEMENT OF CERTIFICATION FEE  
CUPE 1975 (Article 23.13)**

Your application for reimbursement of association, membership, certification and licensure fees, along with the original receipt showing full payment, must be submitted to your Dean, Department Head or designate (not in scope of CUPE 1975) for approval within 30 days of payment of the required fees. The signature of the Dean, Department Head or designate authorizes reimbursement of the fees within the limits specified in section 3 of the [Guidelines for Reimbursement of Certification Fees](#) for Employees in the CUPE 1975 bargaining unit.

Employee name:	
Department:	
Position title:	
Type of certification required for employment:	
Issuing organization:	
Full annual amount of certification (original receipt attached):	
Date fees paid:	
Effective dates (mo./day/yr. to mo./day/yr.):	
Employee status (permanent/seasonal/ term):	
FTE assigned:	
Amount eligible for reimbursement (see below):	
The information I have provided on this form is complete and accurate.	Employee Signature:
	Date:
Approval for reimbursement by Dean / Department Head / Unit Head	Name:
	Signature:
	Date:

Amount eligible for reimbursement – excerpted from section 3 of the [Guidelines for Reimbursement of Certification Fees](#) for employees in the CUPE 1975 bargaining unit:

- Permanent/seasonal employees whose appointments are half time or greater will receive full reimbursement
- Permanent/seasonal employees whose appointments are less than half-time will receive reimbursement at the rate of 50% of the invoiced amount
- Term employees with appointments of one year or more and whose appointments are at half time or greater will receive full reimbursement
- Term employees with appointments of one year or more and whose appointments are less than half time will receive reimbursement at the rate of 50% of the invoiced amount

**To process for payment:** Please attach this form and the original receipt to a [Cheque Requisition Form](#) with appropriate CFOAPAL coding and forward to the Financial Services Division, Payment Services per the normal procedures for processing cheque requisitions.