

TO: Members of the NP-6 and P-1 Bargaining Units  
FROM: Education and Training Committee  
DATE: June 10, 2010  
SUBJECT: *Certification Assistance Fund, Fiscal Year 2011 (July 1, 2010 – June 30, 2011)*

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

### CONTRACT JUSTIFICATION

Article 35 of the District 1199 Health Care Employees Union Contract includes a fund for NP-6 and P-1 members for reimbursement of health care related certificates.

### ELIGIBILITY REQUIREMENTS

P-1 and NP-6 members are eligible for reimbursement for the cost of:

1. Health care related certification/recertification (initial or renewal) fees for actual certification/licensure/registration
2. Certification/recertification related examination fees
3. Workshops required for certification/recertification (when there is no P-1 Conference and Workshop funding available).

*If Conference and Workshop funding is not available or has been exhausted by the member, they may only seek workshop reimbursement for those workshops which were necessary in order to obtain the certification/recertification and that it has been obtained and included within this Certification Assistance application.*

The following costs are not eligible for reimbursement:

1. Membership fees, registries of membership, journals and publications are all not covered.
2. Out of state licenses are not covered

Please Note: Licenses / Certifications required as a condition of employment are paid for by the employer. You are not to seek reimbursement through the Certification Assistance Fund but rather through normal reimbursement processes (See Article 30, section 3 of the P-1/NP-6 contract). *The Certification Assistance Fund may only be used for Health care related licensures or certifications not required as a condition of employment.*

### PROCEDURES:

1. Application forms can be obtained from your agency Human Resources/Personnel Office and union delegates.
2. **The application deadline(s) for FY 11 are:**

**July 23, 2010**  
**November 26, 2010**  
**April 22, 2011**

*Applications postmarked after the deadline date will be retained by the committee. They will be reviewed at the 1199 Education and Training Committee Meeting following the next deadline date.*

3. **Approvals of the applications are subject to the availability of funds.**
4. The employee as well as an authorized agency business office representative must sign applications. It is the employee's responsibility to submit ONE (1) ORIGINAL APPLICATION AND THREE (3) COMPLETE COLLATED AND STAPLED copies of the application package.
5. The Education and Training Committee reviews the application and makes the determination whether this is eligible for reimbursement through the Certification Fund. If approved, you will be notified of the actual reimbursement process, which must be followed to receive your reimbursement.
6. Applicants must submit with the application package, **four (4) copies of:**
  - \***official proof of cost and proof of payment and proof of completion** (copy of certification / recertification or license)
  - \* **attach specific breakdown of what the fee encompasses**

**(Please delete all banking account numbers from documents)**

For the all certification assistance applications, the deadline for submission is the postmark date. Applications **must be mailed** to:

**THELMA BALL, CHAIRPERSON  
 EDUCATION AND TRAINING COMMITTEE  
 325 MARGARITE ROAD  
 MIDDLETOWN, CT 06457**

**Please contact any committee member if you have questions about the program or the application.**

**EDUCATION AND TRAINING COMMITTEE**

DPH	Deb Lyons	(860) 509-7180
DCF	Jennifer Avenia	(860) 704-4181
DCF	Valerie Wyzykowski	(860) 704-4066
DMHAS	Shirley Watson	(860) 262-5402
DMHAS	Patty Quire	(860) 262-6743
DDS	Teresa Gonzalez	(860) 418-6122
DDS	Patty Daniels	(203) 514-3227
DDS	Debbie DeVivo	(860) 263-2654
DOC/UHC	Raynetta Forbes	(203) 579-6222
DOC/UHC	Mary Marto	(860) 848-5773