



Application for Recertification Credit Reimbursement

Guidelines:

1. Certificated employees are eligible to apply for reimbursement of three (3) credit hours during each 5-year recertification period. The recertification period always dates from September 1 to August 31. (Example: September 1, 2014 to August 31, 2019)
2. There can be no reimbursement for these credits from any other source.
3. Reimbursement will be limited to a maximum of the current ISU rate for graduate level courses. Quarter credits will be reimbursed at a maximum of 2/3 of the ISU rate for graduate level courses.

I am requesting reimbursement for the following credits:

Course	Course Number	Completion Date	University	Number of Credits	Total Cost

I have attached the following for all courses listed: (Please check all that apply.)

- Receipt showing the cost per credit as well as the total cost.
- Official transcripts or a letter of completion. I understand that if I submit a letter of completion, I will be requesting an advance on the reimbursement. If I do not provide an official transcript within four months of the date of this request, the amount of the advance will be deducted from my paycheck.

Signature: _____

Date: _____

Submit completed form with attachments to Human Resources.

For Office Use Only

____ Approved ____ Denied Amount Awarded \$ _____

HR Signature _____ Date _____