



## 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 usually dates from September 1 to August 31. (Example: September 1, 2014 to August 31, 2019) Reimbursement requests must be submitted no later than 6 months following the end of the recertification period.
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. Electronic transcripts must be emailed directly to HR.

Printed Name: \_\_\_\_\_

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

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

**Submit completed form with attachments to Human Resources.**

*For Office Use Only*

\_\_\_\_ Approved      \_\_\_\_ Denied      Amount Awarded \$ \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_\_