

## Application for Reimbursement of Credentials Costs

To support faculty and staff in obtaining and maintaining certifications, licensures, and training directly related to their current employment, Collin College will reimburse faculty and staff as stipulated below.

**Please follow the instructions included within this document to ensure your reimbursement is processed.**

**Eligibility:** Permanent faculty and staff may request reimbursement of costs associated with credentialing directly related to their current employment and based on the department's needs and budget. An employee whose salary is 100% paid from a **grant or contract** is not eligible unless the cost is covered under the grant. An employee currently on a level II discipline notice and/or on a performance improvement plan (PIP) is not eligible unless the training will address the identified deficiency and is approved by the supervisor and a member of the Executive Leadership Team.

### Eligible Costs:

- Approved expenses for certification, licensure, renewals, and training that are directly related to current employment may be reimbursed. **All reimbursement costs are approved by and paid from the employee's department.**
- Additional certifications, licensures and/or training may be required for a program in which the College participates or for new program development. These expenses will be reimbursed only for faculty and staff of whom the credentials are required to participate in such programs.
- Travel costs to obtain/renew certifications/licensures/training may be reimbursed through the [Employee Reimbursement/Local Travel process in Workday](#). Faculty will not receive additional COE funding for travel to obtain/update certifications/licensures and training required for credentialing if using the Reimbursement of Credential Cost procedure.

### Procedures:

To receive reimbursement, ***approval must be obtained from the appropriate supervisor, dean and/or Executive Leadership Team member prior to beginning work to obtain the credential(s)/training.*** Sections A and B of the form must be completed and submitted for review and approval.

After the Executive Leadership Team member signs the document, it will be returned to the employee, who will then be responsible for initiating registration or beginning work for the credentials/training.

Within 60 days after obtaining the credential(s)/training, submit a copy of the credentials/training completion documentation to the appropriate supervisor for approval of payment (Section D). Reimbursement is made **by employee, via Workday Spend Authorization**, after receipt of all documentation and the completed reimbursement form with appropriate signatures. Reimbursement requests submitted without the appropriate advanced approvals will not be processed, and the employee will not be reimbursed for the costs.

**FACULTY:** Maintenance of certifications/licensures/training for credentialing purposes is considered professional development and should be identified in annual appraisals and Board reports.

**Application for Reimbursement of Credentials Costs**

**A. Application for Approval**

Reimbursement is requested to obtain the credential/training identified below. Collin College will reimburse eligible expenses for permanent faculty and staff after application approval and successful completion of certification/licensure/training. This request must be approved by the employee’s supervisor, dean and/or appropriate Executive Leadership Team member.

**PLEASE PRINT OR TYPE**

Employee Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Job Title and Division/Department: \_\_\_\_\_

Credential/Training: \_\_\_\_\_

Credential/Training for (specific areas/disciplines): \_\_\_\_\_

Completion Target Date: \_\_\_\_\_

Total Cost: \_\_\_\_\_ (reimbursement for travel costs are required to go through Workday)

\_\_\_\_\_  
Employee Signature Date

**FACULTY/STAFF: Submit form to supervisor and obtain final approval before beginning any work required to obtain credential/training.**

**B. Approval of Application**

Approval – The credential/training identified above is required for the stated purpose and eligible for reimbursement.

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Dean Signature Date

\_\_\_\_\_  
Executive Leadership Team Member Signature Date

**SUPERVISORS: Assure that the Faculty Credentialing Manual supports approval and is updated as appropriate.**

**C. Application for Payment**

Attached is evidence of successful completion of the credential/training and appropriate receipts detailing expenses. Paperwork AND credential/training must be completed before reimbursement is made.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return **ALL** required paperwork to your supervisor.

**D. Approval for Payment**

**Department Cost Center** #: \_\_\_\_\_ **Spend Category** #: **SC1053**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Leadership Team Member Signature

\_\_\_\_\_  
Date

**SUPERVISORS:** Assure that faculty records, including FCIs, are appropriately updated.

**\*\*AFTER FINAL APPROVAL, Employee is required to Create a Spend Authorization in Workday and attach all required paperwork for payment processing.**