

February 11, 2022

Dear NAGE Member:

This is a reminder that through the Training and Careers Ladders program, reimbursement is offered to NAGE members for licenses and certifications that they are required to hold as a condition of employment (excluding basic driver's license). Employees will be reimbursed the full cost of all required licenses and certifications paid for between July 1, 2021 and June 30, 2022.

Enclosed please find a Training and Education Reimbursement Request Form that must be completed by any NAGE member who wishes to be reimbursed for licenses or certifications that they are required to have for their job. This form must be submitted to your Human Resources Office by **May 27, 2022** for timely processing (Tracking Code BAF). June 2022 renewals must be submitted by **June 23, 2022**.

In addition to reimbursement for required licenses, we may also have funds available for reimbursement for renewal of licenses and certifications that are not required. The dollar amount of the reimbursement that members will receive for each non-required license or certificate, coursework to support license and certification, and the number of licenses and certificate that will be reimbursed to each member will be determined based upon the number of members who request reimbursement. However, the amount paid to each eligible employee will not exceed the actual cost of the license, certification, or course.

Please read the information on the enclosed form and provide all documentation requested. Failure to provide the needed information may result in your request for reimbursement being denied.

In order to be considered all requests for reimbursement must be received by your Human Resources Office by **May 27, 2022** with June 2022 renewals no later than **June 23, 2022**.

If you have any questions relating to the reimbursement program, please call:

Leo Munroe, National Vice President at (617) 376-0220

Or

Kristen Schow, HRD Office of Employee Relations at (617) 878-9793