



Certification & Licensure Examination Fee Reimbursement

A pilot program for CSEA-Represented New York State Employees

GUIDELINES

April 1, 2008 until March 31, 2009



Gary Johnson, Director
NYS Governor's Office of
Employee Relations



David A. Paterson
Governor
New York State



Danny Donohue, President
CSEA, Local 1000
AFSCME, AFL-CIO

Program Description

The Certification & Licensure Examination Fee Reimbursement Program is a pilot program that provides reimbursement of certification and licensure examination fees to CSEA-represented New York State employees. This pilot program is not intended to replace existing agency examination reimbursement programs. The time period covered by this pilot program is between April 1, 2008 and March 31, 2009. During this time period, an employee can be reimbursed for one certification or licensure examination fee up to a maximum of \$300.

Program Funding

Funding for the pilot Certification & Licensure Examination Fee Reimbursement Program is provided through Article 14 of the 2007-2011 Agreement between the State of New York and CSEA, Inc.

Eligibility

To be eligible, you must be a CSEA-represented New York State employee (ASU, ISU, OSU, or DMNA) who is:

- not otherwise being reimbursed by their agency for their examination fee
- receiving a New York State paycheck at the time of application, or have been laid off in the past year, have not been rehired in a permanent CSEA-represented state position, and are on a New York State Civil Service Preferred List

Examination Eligibility

To be eligible for reimbursement, a certification or licensure examination must comply with three requirements:

- The examination must be job-related or career-related.
- The examination must lead to certification or licensure for an occupation that currently exists in New York State service.
- The examination must be administered by an accredited organization.

These three requirements are described more fully below:

Job- or Career-Related

The examination must be job-related or career-related. The terms job-related and career-related are defined as follows:

A **job-related** examination is one which:

- Maintains or improves the professional certification status required for the employee's current job; or
- Directly relates to, or enhances, the current job assignments, duties, and/or responsibilities; or

- Meets the express requirements of the individual's employer that are imposed as a condition of continued employment.

A ***career-related*** examination is one which:

- Increases the opportunity for advancement within a title series; or
- Increases the opportunity for advancement to promotional positions outside of the current title series; or
- Enhances an employee's ability to acquire professional certification in an entirely different occupation, for which there is a current civil service title in the State of New York.

Certification or Licensure

The examination must lead to certification or licensure for an occupation that currently exists in New York State service. Examples include, *but are not limited to*, the following:

- **Addictions Counselor:** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) examinations.
- **Dental:** Dental Hygienist licensing examinations.
- **Finance:** Certified Public Accountant (CPA) examinations.
- **Information Technology:** Examinations for certification in specific software or hardware programs by manufacturers such as Microsoft, Novell, Oracle, etc.
- **Nursing:** Licensed Practical Nurse and Registered Nurse licensing examinations.
- **Physical Therapy:** Physical Therapy Assistant certification examinations.
- **Recreational Therapy:** Therapeutic Recreation Specialist certification examinations.
- **Transportation:** Commercial Drivers License examinations.
- **Trades:** Refrigerant Transition & Recovery, Commercial Pesticide Applicator/Technician, Boiler Inspector, and Wastewater Treatment Plant Operator certification examinations.

Accreditation

The examination must be administered by an accredited organization. An accredited organization is defined as one or more of the following:

- Chartered, approved, or authorized by the New York State Board of Regents, or an equivalent recognized body.
- Licensed or registered by the New York State Education Department, or an equivalent recognized accrediting body.
- Licensed, registered, or approved by a department or agency of the State of New York to provide specific certification or licensing examinations.
- Certified computer manufacturers, such as Microsoft or Oracle, and authorized third parties who administer classes and certification examinations on software, hardware, and other related information technology equipment.
- Nationally recognized professional associations, or their state or local chapters accredited to administer specific examinations and award certification by the appropriate accrediting body.

Examination Time Period

The examination must be held between April 1, 2008 and March 31, 2009.

Costs and Fees That Are Not Reimbursable

Costs and fees not reimbursed by this program include, *but are not limited to*:

- Civil Service examination fees
- Fees for examinations leading to certification in a career that does not exist in New York State service
- Fees for examinations leading to college credit for life experience
- Academic and application fees
- Study material (i.e., books, CDs, DVDs, etc.) and supplies
- License and certification renewals
- Examination fees that are reimbursable by the employee's agency

Completion Requirements

In order to be reimbursed, you must be able to prove you completed the examination.

Taxation of Certification and Licensure Examination Fee Reimbursement

The IRS considers reimbursements under the Certification and Licensure Examination Fee Reimbursement Program taxable income.

How to Apply

Interested applicants must speak to a Partnership advisor to be eligible for this program. Call (518) 486-7814 or (800) 253-4332 for more information and an application form.



www.nyscseapartnership.org

NYS & CSEA Partnership for Education and Training
Corporate Plaza East-Suite 502
240 Washington Avenue Extension
Albany, NY 12203

Phone: (800) 253-4332
Fax: (518) 473-9457
Email: advisors@nyscseapartnership.org

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