



Marple Newtown School District

36 Media Line Road, Newtown Square, PA 19073

MNEA Approval for Licensure/Certification Reimbursement Form

MNEA members who are required to pay an annual or biannual professional licensure or certification fee or similar as a condition of maintaining their employment for their assigned position and/or duties shall be eligible for reimbursement of **50%** of the net cost for such licensure or certification. This reimbursement shall be included in any aggregate tuition reimbursement amount and is subject to the maximum reimbursement limit as defined in Section 2 of the MNEA Tuition Reimbursement Guidelines. Sections 3-6 and 9-10 of the Guidelines shall also apply. In order to receive reimbursement, employees must submit documentation of the successful attainment of the licensure or certification, as well as proof of payment.

Employee's Name: _____

Position: _____ School: _____

I am requesting reimbursement for the following licensure(s)/certification(s):

Cost of Licensure/Certification: _____

Reimbursement Amount: _____

Employee Signature: _____

Date: _____

HR Department Representative's Signature: _____

Date Received: _____

PLEASE RETURN COMPLETED FORM TO HR FOR APPROVAL