Certificate Programs

Benefit:
- Unlimited job-related certificate courses/programs not to exceed the fy limit of $2,625 (July 1 – June 30).
- Courses must be taken at a degree granting accredited institution recognized by the Department of Edu-
cation and one of six regional accrediting agencies.*
- Submit one application per course.
- Distance Learning (on-line) options apply only to those enrolled in a certificate program (consisting of 6 or more courses).

*Regional accreditation agencies for courses and degree programs

Grades:
- Employees must receive a grade of C, satisfactory, or pass or certificate of completion.
- Upon course completion, submit your grade report or certificate of completion and proof of payment (student account statement) to: EEP, Box 1879.

Reimbursement:
- Reimbursement occurs at course completion for tuition only. Payment is not provided for books, regis-
tration fees or other charges.
- Employee will be notified via email when check is ready to be picked up at the Brown Business Center located at J. Walter Wilson, 69 Brown St., 2nd floor.