Certificate Programs

(Applications are due prior to the start of the course)

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 Education and one of six regional accrediting agencies.*
- One application per course IS required
- As of January 1, 2019 distance learning (on-line) options will now apply to all job-related certificate courses, eliminating the 6 course requirement for certificate programs

*Regional accreditation agencies for courses and degree programs

Grades:

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

Starting January 1, 2019:

EEP participants enrolled in non-Brown courses will be reimbursed in one of two ways:

1. If you have direct deposit, the paid tuition amount on the student account invoice will be direct deposited. You will see a separate line item on your check indicating the EEP.

2. If you do not have direct deposit, a check will be issued for the paid tuition amount listed on the student account invoice. You will be notified through an email on the day your check is ready for pick up at Page-Robinson Hall, 2nd floor Business Center located at 69 Brown St.