

Certification and Licensure Reimbursement Program – Renewals (CLRP-Renewals) for UUP-Represented Employees

Program Guidelines

1. PROGRAM DESCRIPTION

The New York State/United University Professions Joint Labor-Management Committees' Certification and Licensure Reimbursement Program - Renewals (NYS/UUP JLMC CLRP-Renewals) reimburses the cost of fees for certification, licensure, or designation renewals that are required for the UUP-represented employee's position. This will be based on the classification standard for the applicant's current title, the employee's job description, the job announcement, or the performance program for the specific position.

2. FUNDING AND OVERSIGHT

Funding for the NYS/UUP JLMC CLRP-Renewals is provided through Article 21, Statewide Joint Labor-Management Committees of the 2022-2026 Agreement between the State of New York and United University Professions. The State and UUP have adopted these Guidelines and delegated responsibility for overseeing the administration of this program to the Article 42, Professional Development Committee (PDC).

3. PROGRAM HIGHLIGHTS

- Reimbursement is provided for up to \$200 for the cost of renewal fees for certification, licensure, or designation renewals that are **required** for the employee's position occurring during the period of January 1 through December 31 of each calendar year.
- The date of certification renewal approval determines the program year eligibility.
- All applications and required documentation must be submitted within 90 days of the approval of renewal of the certification, licensure, or designation.

4. EMPLOYEE ELIGIBILITY

UUP-represented employees are eligible to participate in NYS/UUP CLRP-Renewals under the following conditions:

- *Current Employees*
At the date of the renewal, the applicant must be on the payroll, on approved leave (whether paid or unpaid), or off obligation between consecutive appointments.
- *Retrenched Employees*
Employees who are retrenched and are eligible for the NYS/UUP JLMC Retraining Fellowship Program may apply for reimbursement through the NYS/UUP JLMC Retraining Fellowship Program at: <https://oer.ny.gov/grant-opportunities>

5. PROVIDER ELIGIBILITY

The certification, licensure, or designation renewal must be awarded by an eligible provider who is defined by 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 entity of the State of New York to provide specific certification or licensing.
- Certified computer or software corporations, such as Microsoft or Oracle, and authorized third parties who administer classes and certification on software, hardware, and other related information technology equipment.
- Nationally recognized professional associations or their state or local chapters accredited to award certification by the appropriate accrediting body.
- Other providers may be approved at the sole discretion of the PDC.

6. RELEASE TIME

Employees are not entitled to receive release time under this program.

7. EXPENSES COVERED

Eligible employees will be reimbursed for the cost of renewal fees up to \$200 per program year for certification(s), licensure(s), or designations renewal(s) that are required for the employee's position.

8. EXPENSES NOT COVERED

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

- Fees for initial certifications, licensures, and designations whether by application or examination.
- Any fees that are not part of the renewal fee.
- Study material (books, CDs, DVDs) and supplies.
- Renewal fees for a certification or licensure that is not required for the employee's New York State position, including real estate certifications and licensures.

9. ALTERNATIVE SOURCES OF FINANCIAL ASSISTANCE

NYS/UUP JLMC CLRP-Renewals reimbursement will be secondary to any other financial assistance received. If the applicant receives financial assistance from any source, such as the campus, or a professional organization, the source and amount must be reported on the NYS/UUP JLMC CLRP-Renewals Application and on the paid invoice. This amount must be subtracted from the total reimbursement amount requested. An employee who fails to report the amount of financial assistance must repay the overpayment. These participants may be excluded from participating in future programs.

10. TAXATION OF CERTIFICATION AND LICENSURE RENEWAL FEE REIMBURSEMENTS

The Internal Revenue Service considers reimbursement of renewal fees under the NYS/UUP JLMC CLRP-Renewals to be considered excludable income and is not subject to taxes.

11. APPLICATION PROCESS

Read the NYS/UUP JLMC CLRP-Renewals Guidelines carefully prior to completing the application.

NYS/UUP JLMC CLRP-Renewals Guidelines and printable application forms may be accessed at:

NYS/UUP JLMC Website:	https://oer.ny.gov/nysuupjlmc
Email:	nysuupclrp-renewal@oer.ny.gov
Phone:	518.486.4666

Step 1: Application Form

- Fill in the application form with the required information. Information provided must be complete and legible to be considered for reimbursement. Illegible and incomplete applications may delay processing the application and may result in denial of your application.
- A separate NYS/UUP JLMC CLRP-Renewals application must be completed for each certification, licensure, or designation renewal reimbursement request.

Step 2: Required Documentation

The following documents are required and must be attached to the completed, signed, and dated application:

- An unaltered invoice, receipt, or itemized account summary from the provider showing the certification, licensure, or designation renewal cost.
- Proof of payment such as a bank statement, credit card statement, cancelled check, or receipt from the issuing New York State entity indicating the source of payment.
- Documentation showing the date of the renewal payment (month, day, and year).
- Proof of renewal, such as a copy of a certificate, licensure, or designation from the issuing New York State entity that includes the applicant's name.
- Documentation showing any financial assistance that has been received or will be received toward the cost of the renewal, if applicable.

PLEASE NOTE

All supporting documentation must have the applicant's name printed on it by the issuing entity.

Documentation **must be converted to a PDF format** and attached to the completed, signed, and dated NYS/UUP JLMC CLRP-Renewals Application for reimbursement. All other formats (JPGs or other photo formats, Word documents, links to documentation or websites, etc.) will **not** be accepted.

Applicants should retain a copy of all documentation for their records.

If you are unable to obtain the required documentation within the 90-day period, you must submit your application and contact NYS/UUP JLMC staff prior to this deadline.

Step 3: Submit the Application

A signed and dated application, with all supporting documentation in a PDF format may be submitted in one of the following ways and must be submitted within 90 days after the date of the renewal.

Email: nysuupclrp-renewal@oer.ny.gov

Mail: NYS/UUP CLRP-Renewal
2 Empire State Plaza, 11th
Floor Albany, NY 12223

- Failure to submit an application within the 90-day period may result in a denial of the application.
- The postmark or email date will be used to determine the timeliness of the application.
- An incomplete application cannot be processed until all information is submitted.

Step 4: Application Status

The following notifications will be sent via email. If you do not receive a notification, contact the NYS/UUP JLMC staff. Accordingly, please ensure all applications include a current email address.

- *Notification of Receipt:* Applicants will be notified within 10 business days that their application has been received and is being reviewed.
- *Notification of Hold:* Applicants will be notified when additional information is needed or supporting documentation has not been received. Failure to provide the required documentation may result in denial of an applicant's reimbursement request.
- *Notification of Denial:* Applicants will be notified when their application has been denied and why.
 - If all required documentation is not received within 90 days **after** the date of renewal, your application for reimbursement will be denied.
 - If the request is denied for reasons such as an ineligible or incomplete application, the applicant may resubmit the claim for reimbursement with additional documentation, as long as the application is still within 90 days after the date of renewal.
 - Applicants will have 30 days from the date of the denial to appeal the decision for any other reason(s). The denial appeal may contain additional supporting documentation and a letter from the applicant's supervisor.
- *Notification of Approval:* Applicants will be notified when the application has been approved for payment.

12. REIMBURSEMENT PROCESS

NOTE: To receive your reimbursement check in a timely manner, please make sure the address on the application is current.

- Once an application has been approved, allow up to four weeks for check processing and delivery.
- Reimbursement checks will be mailed from the New York State Office of the State Comptroller to the applicant's home address on the application. This is a paper check and is not directly deposited into the employee's account. The check will resemble a paycheck or travel expense check, where you tear away three sides in order to open the check.
- Employees should check their mail and records carefully prior to reporting a missing check.