

## **CPPB and CPPO Initial Certification Fee Reimbursement Policy**

The Minnesota Chapter of NIGP, as a part of its mission to support continuing education and professional development, has created the CPPB and CPPO Initial Certification Fee Reimbursement Fund. The purpose of this fund is to support individuals who take and successfully complete a CPPB and CPPO Initial Certification Program. The monies that are set aside in this fund will be used to reimburse candidates who earn their initial CPPB or CPPO Certification and are denied reimbursement through their employer. The details of this program are outlined in this policy statement.

Requirements for Initial CPPB and CPPO certification fee reimbursement:

- \* Candidates must submit their request for reimbursement and proof of receiving the certification within 60 days of receiving notification of receipt of the certification.
- \* Candidates must submit verification from their employer that the certification fee will not be reimbursed.
- \* The amount of reimbursement shall be the NIGP published fee for "members" for the certification.
- \* Candidates must submit a copy of the proof of earning the certification that is provided by NIGP National.
- \* Candidates may be reimbursed for no more than one CPPB or CPPO certification fee per Minnesota Chapter of NIGP fiscal year. (January 1 through December 31)
- \* Candidates will be reimbursed on a first come, first served basis, until funds in the CPPB and CPPO Reimbursement Fund are exhausted.
- \* Program requirements are subject to change or clarification without notice at the sole discretion of the Minnesota Chapter of NIGP Board of Directors.

## CPPB and CPPO Initial Certification Fee Reimbursement Application

The Minnesota Chapter of NIGP, as a part of its mission to support continuing education and professional development, has created the CPPB and CPPO Initial Certification Fee Reimbursement Fund. The purpose of this fund is to support individuals who take and successfully complete a CPPB and CPPO Certification Program. The monies that are set aside in this fund will be used to reimburse candidates who earn their initial CPPB or CPPO Certification and are denied reimbursement through their employer.

Reimbursement Applications **must include a copy of the following:**

- \* Verification from NIGP National of earning the CPPB or CPPO Certification
- \* Verification from the members Employer that the fee for the certification will not be reimbursed by Employer.
- \* This completed application.

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City / State / Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Your signature certifies that personal payment was made for this certification and your employer did not, and will not, reimburse this cost. Completed Reimbursement Application must be submitted within 60 days of notification from NIGP National of earning the certification. Only one reimbursement will be considered for each member per MN-NIGP fiscal year (January1 through December 31).