

Certification and Licensing (C&L) Assistance Checklist

To Request benefits under the MPC Educational Reimbursement Plan

To request reimbursement of expenses related to a Certification or Licensing Program you have successfully completed, you must do the following two (2) tasks.

You must do both steps or you will not receive reimbursement.

STEP 1 - ENTER PROGRAM INFORMATION ONLINE IN SAP*

- Add a C&L record to your account in SAP. *(after you have taken the exam, if applicable)*
- Provide all required information, including exam or certification type and related fees/expenses.
- Provide the total reimbursement being requested in each category.
- Send documentation to support the total expenses being requested to your HR Consultant.

* See below for a list of required documentation.

STEP 2 - SUBMIT REQUIRED DOCUMENTATION

(this must be submitted before your request will be considered)

The following documentation about the expenses related to a Certification or Licensing (C&L) program must be submitted to your HRC:

- Confirmation of Program Completion *(online print out or certificate of completion)*
* if you do not receive a confirmation that you completed the program, contact your HRC for other options.
- Itemized Statement of Fees *(costs to complete the program)*
- Receipts for other eligible expenses *(travel, lodging, etc.)*
- Receipt of payment for above fees *(documentation that you paid these fees)*
- Statement of Financial Aid *(if applicable)*

Note - reimbursement should not be requested until the program has been completed.

** See the Educational Reimbursement Tip Sheet posted on www.myMPCbenefits.com for instructions.*