

# Certification and Licensing (C&L) Checklist

To Request benefits under the MPC Educational Reimbursement Plan

## C&L PROGRAM REQUEST

Before beginning a C&L Program, you must submit a C&L Program Request online through Workday; the following documentation must be included with your request.

- Description of Certification or License being pursued and organization offering the program
- Total Cost -summary of fees and expenses
- Exam Date and travel information, if applicable
- Review course information, if applicable

## C&L REIMBURSEMENT REQUEST

Once you complete a C&L Program and have taken the exam, you can submit a C&L Reimbursement Request online through Workday; the following documentation must be included with your request.

- Confirmation of Program Completion (*online print out or certificate of completion*)
- 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 Plan on [www.myMPCbenefits.com](http://www.myMPCbenefits.com) for more details and for instructions on how to submit the above requests.*