

**Request for a Review of a National Certification for Certification Reimbursement Eligibility**

1) Identify the national certification program and credentials [i.e. Certified Emergency Nurse (CEN) or Certified Coding Specialist (CCS)]

2) Identify the institution/organization sponsoring/supporting the certification and attach course info and supporting documentation as to why this certification should be considered. [i.e. American Nurses Credentialing Center (ANCC) or American Academy of Professional Coders (AAPC)]

3) How long does the certification last before recertification is required?

4) For employee to be eligible for reimbursement, the certification must be required or preferred for the employee’s **current** position. Please provide a listing of positions which are approved to receive Certification Reimbursement for this certification.

5) What is the estimated initial cost for the certification, including exam, study materials, class or any other eligible expenses?

6) What is the cost for recertification?

Requestor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exec Director Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit completed form in a case to AskHR, Attn: Brenda Ludlow, Benefits Coordinator**