



**Governor's Office of
Employee Relations**

Certification and Licensure Exam Fee Reimbursement Program

For

Management/Confidential Employees

Program Guidelines

For the period

April 1, 2016 – March 31, 2017

Certification and Licensure Exam Fee Reimbursement Program

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Certification and Licensure Exam Fee Reimbursement Program for M/C Employees

A. Program Description

The Certification and Licensure Exam Fee Reimbursement (CLEFR) Program reimburses the cost of examination fees for first time certification and licensure to state employees designated Management/Confidential (M/C). The time period covered by this program is April 1, 2016 through March 31, 2017. During the time period, an employee can be reimbursed a maximum of \$600 for certification and licensure examination fees. *Please note: this program does not cover fees for Civil Service exams.*

B. Program Highlights

- Provides reimbursement for the cost of examinations for first time certification or licensure of M/C employees for exams that occurred on or after April 1, 2016 through March 31, 2017.
- Maximum reimbursement is \$600 for the period April 1, 2016 through March 31, 2017.
- Reimbursement requires a passing exam grade.
- All CLEFR applications must be postmarked within 60 days after the end date of the exam.
- The IRS considers reimbursements under the Certification and Licensure Exam Fee Reimbursement (CLEFR) Program taxable income. The Office of the State Comptroller will withhold estimated taxes at the end of the calendar year.

C. Employee Eligibility

The employee's status during the pay period in which the exam was taken will determine the applicable reimbursement rate.

1. *Current New York State or Roswell Park Cancer Institute M/C employees who are Classified and working for the Executive Branch*

At both the start and completion date of the exam, an employee must:

- be actively employed in a New York State or Roswell Park Cancer Institute M/C position; and
- be a New York State or Roswell Park M/C employee with attendance rules coverage who is either full- or part-time (working 50 percent or more); and
- have completed the 13 biweekly pay period qualifying period to earn and use vacation.

2. *Laid off Employees*

A New York State or Roswell Park Cancer Institute M/C employee is eligible for reimbursement if the applicant:

- has been laid off in the past year; and
- has not been rehired in a New York State or Roswell Park Cancer Institute M/C position; and
- is on the appropriate Civil Service or Roswell Park Cancer Institute Preferred List.

3. *Half-Time Employees and Employees on Full-Time Non-Disciplinary Leave*

A New York State or Roswell Park Cancer Institute M/C employee who works less than 50 percent, and those on full-time non-disciplinary leave, are not eligible for this benefit. Eligibility will be based on work status on the start date of the exam.

For purposes of this program, employees participating in a Voluntary Reduction in Work Schedule (VRWS) agreement are deemed to be full-time employees.

D. Exam Eligibility

To be eligible for reimbursement an exam must comply with three requirements:

- The exam must be job-related or career-related or both
- The exam must result in certification or licensure for an occupation that currently exists in New York State service
- The exam must be administered by an accredited body

1. **Job-Related or Career-Related**

The exam must be job-related or career-related or both. The terms job-related and career-related are defined as follows:

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- a. A **job-related** exam is one which:
 - Maintains or improves the professional certification status required for the employee's current job; or,
 - Directly relates to, or enhances, the current job assignments, duties, or responsibilities; or,
 - Meets the express requirements that are imposed by the individual's employer as a condition of continued employment.

- b. A **career-related** exam is one which:
 - Increases the opportunity for advancement within a title series; or,
 - Increases the opportunity for advancement to promotional positions outside of the current title series; or,
 - Enhances an employee's ability to acquire professional certification in an entirely different occupation, and for which there is a current civil service title in the State of New York.

2. Certification or Licensure

The exam must result in certification or licensure for an occupation that currently exists in New York State service. Examples would include, but are not limited to, the following:

- a. **Information Technology:** Exams for certification in specific software or hardware programs by manufacturers such as Microsoft, Novell, Oracle, etc.
- b. **Substance Abuse:** Credentialed Alcoholism and Substance Abuse Counselor written exams
- c. **Law:** New York State Bar exam
- d. **Finance:** Certified Public Accountant exam, Financial Planning exam
- e. **Nursing:** Certification in specific nursing disciplines such as psychiatry, forensics, etc.
- f. **Engineering:** Certification in specific engineering disciplines such as storm water management

3. Accreditation

The exam must be administered by an accredited body. An accredited body 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 or registered by a department or agency of the State of New York to provide specific certification or licensing exams

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- Certified computer manufacturers, such as Microsoft or Oracle, and authorized third parties who administer classes and certification exams on software, hardware, and other related information technology equipment
- Nationally recognized professional associations or their state or local chapters accredited to administer specific exams and award certification by the appropriate accrediting body

E. Application Time Period and Deadline

CLEFR provides reimbursement for the cost of examinations for first time certification or licensure of M/C employees for exams that occurred on or after April 1, 2016 through March 31, 2017. All CLEFR applications must be postmarked within 60 days of the end date of the exam.

F. Alternative Sources of Financial Assistance

If the applicant receives financial assistance from any source, the source and amount must be reported on the CLEFR application and the paid invoice or a separate list. This amount must be subtracted from the total. An employee who fails to report the amount of assistance must repay the overpayment. These participants may be excluded from participating in future programs. The CLEFR Program Reimbursement will be secondary to any other assistance received.

G. Expenses Covered and Maximum Reimbursement Amount

Eligible employees will be reimbursed for the cost of first time examinations for certification and licensure, up to a maximum of \$600 during the program period. The exam must be scored with a passing grade.

Where an eligible employee, by virtue of experience and training, is permitted to seek evaluation of credentials in lieu of an examination, reimbursement of fees paid will be permitted provided that such evaluation leads to de facto certification or licensure in New York State and that all other requirements of this program are met.

H. Expenses Not Covered

Costs and fees not reimbursed by the Program include, but are not limited to:

- Civil Service exam fees
- Fees for exams leading to certification in a career that does not exist in New York State service
- Fees for exams leading to college credit for life experience
- Exam fees less than \$25
- Academic and application fees
- Study material (books, CDs, DVDs, etc.) and supplies
- License and certification renewals

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I. Application Sources

CLEFR application forms can be found on the GOER website at:
http://www.goer.ny.gov/Training_Development/Management_Confidential/index.cfm

J. Application and Reimbursement Process

Once the exam has been completed, the four (4) steps to the application and reimbursement process are as follows:

Step 1: Complete the Application Form

- Complete a separate CLEFR application form for each exam.
- Read the application and these guidelines carefully and provide all the information required.
- Incomplete or illegible applications will be returned.

Step 2: Attach the Required Documentation

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

- Proof of payment for exam: Original itemized invoice/receipt from the exam provider showing payment made, title of exam, date of exam administration, and cost of exam.
- Proof of a passing grade on the exam: Copy of documentation showing passing grade. If you have not received your exam grade, please submit your application timely, and forward your grade to us upon receipt.

Step 3: Mail the Application and Required Documentation

- Make a copy of the application and required documentation to keep for your records.
- Applications must be postmarked no later than 60 days from the end date of the exam.
- Late applications will not be processed and reimbursement will be denied.
- Faxed or emailed copies of the application and documentation are not permitted, since an original signature is required.
- GOER cannot accept responsibility for lost or misdirected mail.

Mail the completed reimbursement application form with an original signature (no photocopies) and all required documentation to:

Governor's Office of Employee Relations
M/C Reimbursement Unit
2 Empire State Plaza, 7th Floor
Albany, New York 12223-1250

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Step 4: Receive the Reimbursement

- The M/C Reimbursement Unit will review all applications and all required documents.
- The M/C Reimbursement Unit will notify the applicant regarding approval or denial status via email.
- The Office of the State Comptroller will mail a reimbursement check to the applicant's home address.

K. Taxation of Certification and Licensure Exam Fee Reimbursements

The IRS considers reimbursements under the Certification and Licensure Exam Fee Reimbursement Program to be taxable income. The Office of the State Comptroller will withhold estimate taxes at the end of the calendar year.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, national origin, sex, sexual orientation, gender identity, creed, military status, disability, marital status, domestic violence victim status, predisposing genetic characteristics, arrest record, previous conviction record or any other status or condition prohibited by law.