



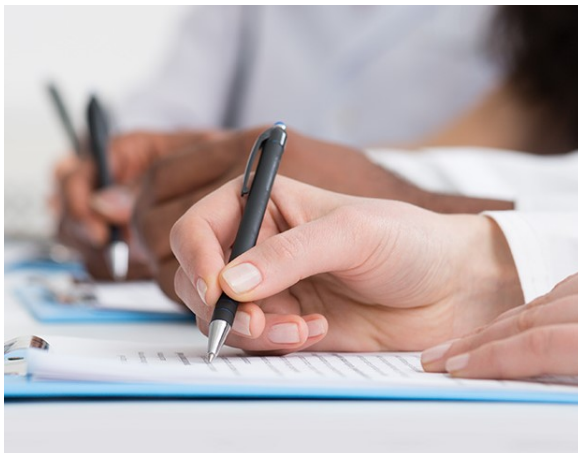
New York State/United University Professions Joint Labor Management Committees

EXAM FEE REIMBURSEMENT PROGRAM

CERTIFICATION LICENSURE EXAM FEE REIMBURSEMENT

The New York State/United University Professions Joint Labor-Management Committees Certification Licensure Exam Fee Reimbursement (NYS/UUP JLMC CLEFR) Program assists employees with the cost of attaining initial certifications, licenses, or designations which are related to their profession or necessary for promotional opportunities and career mobility within the State University of New York (SUNY). Examination fees to renew certifications, licenses, or designations previously obtained by an employee are **not** reimbursable. Maximum reimbursement is \$1,000 for the period **January 1, 2022 to December 31, 2022**.

Please visit goer.ny.gov/nysuupclefr for CLEFR Program Application and Guidelines.



For additional information contact:

NYS/UUP JLMC
2 Empire State Plaza, 8th Floor
Albany, NY 12223

Email: nysuupclefr@goer.ny.gov
Phone: 518.486.4666
Fax: 518.486.9220



Certification and Licensure Exam Fee Reimbursement Program (CLEFR) for UUP-Represented Employees

Program Guidelines January 1, 2022 through December 31, 2022

1. PROGRAM DESCRIPTION

The New York State/United University Professions Joint Labor-Management Committees Certification and Licensure Exam Fee Reimbursement (NYS/UUP JLMC CLEFR) Program reimburses the cost of examinations for first time certification, licensure, or designation of UUP-represented employees. The NYS/UUP JLMC CLEFR Program enables employees to improve job-related skills in their profession and gain the knowledge and skills necessary for promotional opportunities and career mobility within the State University of New York (SUNY). Examination fees to renew certifications, licenses, or designations previously obtained by an employee are not reimbursable.

2. FUNDING AND OVERSIGHT

Funding for the NYS/UUP JLMC CLEFR Program is provided through Article 21, Statewide Joint Labor-Management Committees of the 2016-2022 Agreement between the State of New York and United University Professions. The Governor's Office of Employees Relations (GOER) and UUP have adopted these program guidelines and delegated responsibility for overseeing the administration of this program to the Article 42 Professional Development Committee (PDC).

3. PROGRAM HIGHLIGHTS

- Reimbursement is provided for the cost of exam fees for first time certification, licensure, or designation of UUP-represented employees for exams that begin during the period of January 1, 2022 through December 31, 2022.
- Maximum reimbursement is \$1,000 for the period January 1, 2022 through December 31, 2022.
- Reimbursement requires a passing exam grade. The NYS/UUP JLMC CLEFR Program will not cover incomplete or failed exams.
- All NYS/UUP JLMC CLEFR Program applications and supporting documentation must be submitted within 90 days after the end date of the exam. In instances where an applicant does not expect to receive a grade confirmation within 90 days after the end date of the exam, the applicant must notify NYS/UUP JLMC staff in writing within 90 days after the end date of the exam and provide documentation that the

grade will not be available and when it will be provided to determine eligibility. The postmark or email date will be used to determine the timeliness of the application.

All reimbursements issued during the calendar year are reported to the Office of the State Comptroller (OSC) during the month of October. Once these reimbursements are reported, no further payments will be issued until after January 1 of the following calendar year.

The IRS considers reimbursements under the NYS/UUP Certification and Licensure Exam Fee Reimbursement Program taxable income. The Office of the State Comptroller will withhold estimated taxes at the end of the calendar year. This may result in substantial withholding from paychecks at the end of the year and applicants should plan accordingly.

4. EMPLOYEE ELIGIBILITY

Employees are eligible to participate in the NYS/UUP JLMC CLEFR Program under the following conditions:

- *Current UUP-Represented Employees*
At both the start and end dates of the exam, the applicant must be on the payroll, on approved leave (whether paid or unpaid), or off obligation between consecutive appointments.
- *Retrenched Employees*
Employees who are retrenched and are eligible for the NYS/UUP JLMC Retraining Fellowship Program may apply for the NYS/UUP JLMC CLEFR Program through the NYS/UUP JLMC Retraining Fellowship Program: goer.ny.gov/retraining-fellowship-program.

5. EXAM ELIGIBILITY

The NYS/UUP JLMC CLEFR Program is available for job-related and career-related exams that result in first time certification, licensure, or designation at an approved institution or professional association including, where an eligible employee, by virtue of experience and training, is permitted to seek an evaluation of credentials in lieu of an examination.

- *Job-Related or Career-Related*
 - *Job-related* exams must directly relate to the employee's current profession or job assignments, duties, and responsibilities.
 - *Career-related* exams must provide the employee with the knowledge, skills or abilities to increase opportunity for advancement or career mobility within their current profession or in an occupation which currently exists in SUNY.
 - Exams leading to certificates or licenses in fields such as real estate, personal tax preparation, and self-help will **not** be eligible for reimbursement unless the applicant can demonstrate that the subject matter is directly relevant to their job or career in SUNY.

The PDC maintains sole discretion for making the final determination on whether an exam is eligible for reimbursement. Documentation may be requested from the applicant's supervisor to assist in determining eligibility.

- *Certification, Licensure, or Designation*

The exam must result in first time certification, licensure, or designation for an occupation that currently exists in SUNY including, where an eligible employee, by virtue of experience and training, is permitted to seek an evaluation of credentials in lieu of an examination.

Examples include, but are not limited to:

- *Information Technology*: Exams for certification in specific software programs or hardware by corporations, such as Microsoft, Novell, and Oracle
- *Substance Abuse*: Credentialed Alcoholism and Substance Abuse Counselor written exams
- *Law*: New York State Bar exam
- *Finance*: Certified Public Accountant exam
- *Nursing*: Certification in specific nursing disciplines, such as psychiatry or forensics
- *Engineering*: Certification in specific engineering disciplines such as storm water management
- *Medicine*: Board Certification in specific medical fields or specialties

6. PROVIDER ELIGIBILITY

The certification, licensure, or designation must be awarded by an eligible provider who 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, registered, or approved by a department or agency of the State of New York to provide specific certification or licensing exams.
- Certified computer or software corporations, 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.
- Other providers may be approved at the sole discretion of the PDC.

7. APPLICATION TIME PERIOD AND DEADLINE

The NYS/UUP JLMC CLEFR Program covers eligible expenses incurred for exams that begin during the period of January 1, 2022 through December 31, 2022. All NYS/ UUP JLMC CLEFR Program applications and supporting documentation must be submitted within 90 days after the date of the exam. In instances where an applicant does not expect to receive a grade confirmation within 90 days after the end date of the exam, the applicant must notify NYS/UUP JLMC staff in writing within 90 days after end date of the exam and provide documentation that the grade will not be available and when it will be provided to determine eligibility. The postmark or email date will be used to determine the timeliness of the application.

8. RELEASE TIME

The NYS/UUP JLMC CLEFR Program does not entitle an employee to receive release time to take the exam.

9. EXPENSES COVERED

- Eligible employees will be reimbursed for the cost of exam fees for first time certification, licensure, and designations.
- 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 for this evaluation will be permitted provided the evaluation leads to initial certification, licensure, or designation in New York State and all other program requirements are met.

10. EXPENSES NOT COVERED

Costs and fees **not** reimbursed by this program include, but are not limited to:

- Civil Service exam fees
- Fees for renewing or maintaining existing certifications, licenses, and designations whether by application or re-examination
- Any fees that are not part of the examination fee (application, processing, academic fees, shipping fees)
- Study material (e.g. books, CDs, DVDs) and supplies
- Fees for exams leading to certification in a career that doesn't exist in New York State service
- Fees for exams leading to college credit for life experience

11. MAXIMUM REIMBURSEMENT

An applicant can receive reimbursements of up to \$1,000 per program year.

12. ALTERNATIVE SOURCES OF FINANCIAL ASSISTANCE

The NYS/UUP JLMC CLEFR Program reimbursement will be secondary to any other financial assistance received. If the applicant receives assistance from any source, such as other NYS/UUP joint labor-management funded programs, the applicant's campus including department, program, or unit, or a professional organization, the source and amount must be reported on the NYS/UUP JLMC CLEFR Program Application and on the paid invoice. This amount must be subtracted from the total reimbursement amount requested. An employee who fails to report the amount of assistance must repay the overpayment and may be excluded from participating in future programs.

13. TAXATION OF CERTIFICATION AND LICENSURE EXAM FEE REIMBURSEMENTS

- The IRS considers reimbursements under the NYS/UUP JLMC Certification and Licensure Exam Fee Reimbursement Program to be taxable income.
- All reimbursements issued during the calendar year are reported to the Office of the State Comptroller (OSC) during the month of October. The tax reports are based on the reimbursement check date. Once these reimbursements are reported, no further payments will be issued until after January 1 of the following calendar year.

- At the end of each calendar year, OSC will withhold estimated taxes. Employees should consult a tax expert with questions regarding taxation of these benefits (reimbursements). This may result in substantial withholding from paychecks at the end of the year and applicants should plan accordingly. Neither GOER nor UUP can provide any tax clarification or advice.

14. APPLICATION AND REIMBURSEMENT PROCESS

A completed application must be submitted to be considered for reimbursement of exam fees. For a printable application form

- Go to: goer.ny.gov/nysuupclefr or
- Email NYS/UUP JLMC staff at nysuupclefr@goer.ny.gov or
- Call NYS/UUP JLMC staff at 518-486-4666.

STEP 1

Complete the NYS/UUP JLMC CLEFR Program Application Form

Read the NYS/UUP CLEFR Guidelines prior to completing the application and provide all the information required.

- Applications can only be submitted after successful completion of the exam and must be submitted within 90 calendar days after receipt of notification of a passing grade. Failure to submit an application within the 90-day period may result in a denial of the application.
 - Applications submitted prior to receipt of notification of a passing grade will not be accepted except where an applicant does not expect to receive a grade confirmation within 90 days after the end date of the exam, In such instances, the applicant must notify NYS/UUP JLMC staff in writing within 90 days after the completion date of the exam and provide documentation that the grade will not be available and when it will be provided to determine eligibility.
- The postmark or email date will be used to determine the timeliness of the application.
- An incomplete application cannot be processed until all information is submitted.
- A separate application must be submitted for reimbursement for each exam.

STEP 2

Attach the Required Documents

- The following documents must be attached to the application when submitted:
 - An unaltered invoice, receipt, or itemized account summary from the provider showing the registration cost.
 - Proof of payment such as a bank statement, credit card statement, or cancelled check.
 - Documentation showing any financial assistance that has been received or will be received toward the cost of the exam indicating the name of the entity providing the assistance.
 - Documentation showing the date of the exam (month, day and year).
 - Documentation from the provider confirming successful passing (a license or certificate will not be accepted).
- All supporting documentation must have the applicant's name printed on it by

the issuing entity.

- Documentation must be converted to a PDF format and attached to the completed, signed, and dated NYS/UUP JLMC CLEFR Program Application for reimbursement. All other formats (JPGs or other photo formats, Word documents, links to documentation or websites, etc.) will **not** be accepted.
- Applicants should retain a copy of all documentation for their records.

PLEASE NOTE: If all required documentation is not submitted within 90 days after completion of the exam, the applicant's reimbursement request may be denied. In instances where an applicant does not expect to receive a grade confirmation within 90 days after the end date of the exam, the applicant must notify NYS/UUP JLMC staff in writing within 90 days after the completion date of the requested exam and provide documentation that the grade will not be available and when it will be provided to determine eligibility.

STEP 3

Submit the Application

Submit a signed, dated NYS/UUP CLEFR Program Application and PDF version of supporting documentation in one of the following ways:

- *Email:* Email the application and supporting documentation by the application deadline to: nysuupclefr@goer.ny.gov.
- *U.S. Mail:* Mail the application and supporting documentation, postmarked by the application deadline to:

NYS/UUP Joint Labor-Management Committees
Agency Building 2, Floor 8
2 Empire State Plaza
Albany, New York 12223

STEP 4

Application Status

After an application has been received, the following notifications will be sent via email. Accordingly, please be sure all applications include a valid email address.

- *Notification of Receipt:* Applicants will be notified within 10 business days that the application has been received and is being reviewed.
- *Notification of Hold:* Applicants will be notified when additional information is needed or supporting documentation has not been received. Failure to provide the required documentation may result in denial of an applicant's reimbursement request.
- *Notification of Denial:* Applicants will be notified when their application has been denied and why. If the application is denied for reasons such as being ineligible or incomplete, the applicant may resubmit the claim for reimbursement with additional documentation, provided the application is still submitted within 90 days after the completion date of the requested exam. In instances where an applicant does not expect to receive a grade confirmation within 90 days after the end date of the exam, the applicant must notify NYS/UUP JLMC staff in writing within 90 days after the completion date of the requested exam and

provide documentation that the grade will not be available and when it will be provided to determine eligibility. Applicants will have 30 days from the date of the denial to appeal the decision for any other reason(s). The denial appeal may contain additional supporting documentation and a letter from the applicant's supervisor.

- *Notification of Approval:* Applicants will be notified when the application has been approved for payment.

STEP 5

Reimbursement Payment

Once an application has been approved, reimbursement checks will be mailed from the Office of the State Comptroller to the employee's home address included in State payroll records. This check will resemble a paycheck or travel expense check, tear away three sides in order to open the check. This is an actual check and is not automatically deposited. Please allow up to four weeks for check processing and delivery.

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, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.

NYS/UUP Joint Labor-Management Committees
Certification and Licensure Exam Fee Reimbursement Program
Application Instructions

The NYS/UUP JLMC Certification and Licensure Exam Fee Reimbursement (CLEFR) Program Application must be used to apply for reimbursement through the CLEFR Program. A separate application form and supporting documentation must be submitted for each exam. For complete guidelines and printable application forms, go to: goer.ny.gov/nysuupclefr.

Applications and supporting documentation must be submitted within 90 calendar days after the end date of the exam.

A maximum reimbursement of \$1,000 is available for the period January 1, 2022 through December 31, 2022. All supporting documentation must have the applicant's name printed on them by the issuing entity.

Documentation submitted by email must be in PDF format. All other formats (JPGs or other photo formats, Word or Pages documents, links to documentation or websites, etc.) will not be accepted.

The following documents are required:

- Unaltered invoice, receipt, or itemized summary from the exam provider, showing the registration cost of the exam (separate from any additional fees).
- Proof of payment, such as a bank statement, credit card statement, or cancelled check.
- Documentation showing any financial assistance that has been or will be received toward the cost of the exam indicating the name of the entity providing the assistance.
- Documentation showing the start and end dates of the exam (month, day, and year).
- Documentation from the exam provider indicating successful passing of the exam (license or certificate will not be accepted).
- I understand checks will be mailed to the address on the application and cannot be forwarded to another mailing address.**

A completed application, that is signed and dated, and supporting documentation must be submitted to NYS/UUP JLMC via email or mail by the application deadline as follows:

- An emailed application and supporting documentation must be sent to nysuupclefr@goer.ny.gov.
- All emailed documentation must be in PDF format. All other formats (JPGs or other photo formats, Word Documents, links to documentation or websites, etc.) will not be accepted.
- A mailed application and supporting documentation, postmarked by application deadline must be sent to:

NYS/UUP Joint Labor-Management Committees
Agency Building 2, 8th Floor
2 Empire State Plaza
Albany, NY 12223

NYS/UUP JLMC is not responsible for lost, misdirected, late, or incomplete applications. All questions can be addressed to nysuupclefr@goer.ny.gov by calling 518-486-4666.

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, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.

**NYS/UUP Joint Labor-Management Committees
Certification and Licensure Exam Fee Reimbursement (CLEFR) Program Application**

PLEASE PRINT ALL INFORMATION – DO NOT USE ABBREVIATIONS

1. APPLICANT INFORMATION

Start date of SUNY Service	NYS EMPLID Number (found on paycheck stub) (Required for payment by Office of the State Comptroller) N _____		
First and Last Name (as it appears on your NYS paycheck stub)		Campus	
Mailing Address*		City	State Zip Code
Title/Rank	Title/Rank Appointment Date	Division/Program/Department	
Home Phone	Cell Phone	Work Phone	
Primary Email Address			
Employment Status Full-time Part-time		Employment Category Academic Professional	

2. EXAM INFORMATION

Name of Exam Provider		Exam Provider Phone
Exam Name		
Exam Start Date	Exam End Date	Exam Grade
Is this exam related to your job or career progression with SUNY? Job <input type="checkbox"/> Career <input type="checkbox"/>		
Explain how the exam directly relates to your profession, job assignments, duties and responsibilities, or how it will increase your opportunity for advancement or career mobility within SUNY.		
Cost of exam \$ _____	Additional financial assistance received or will be receiving from your campus or other sources. Amount \$ _____	

3. CERTIFICATION

Important Message to Certification and Licensure Exam Fee Reimbursement Program Participants

***Please note:** If there is a change to the applicant's mailing address, reimbursement checks cannot be forwarded to another mailing address. It is imperative the applicant's mailing address listed on the application above is correct, including P.O. Box, apartment, or floor number.

Under current Federal law, the Office of the State Comptroller states that the Internal Revenue Service (IRS) has determined reimbursements under the Certification and Licensure Exam Fee Reimbursement (CLEFR) Program do not qualify for the exclusion from gross income that applies to benefits payable under educational assistance programs. Therefore, these reimbursements will be reported to you as taxable income. Extra withholding connected with CLEFR payments will be taken from a paycheck in early December. You will be notified in mid-November which paycheck will be impacted. If you have questions regarding your specific tax situation, please consult your tax professional or the IRS for assistance.

I understand that I may incur a tax liability (required).

By signing and dating this application, I hereby certify that all information contained on this application and attached supporting documentation is true and accurate. I have read and understand the guidelines for this program and agree to comply with all the program policies and procedures. I understand failure to complete and pass an exam or failure to comply with the guidelines may result in denial of benefits or a penalty imposed on future benefits. Use digital signature or print and hand sign.

Applicant Signature _____	Date _____
Supervisor Signature _____	
Print Name _____	Date _____