

Reimbursement for College Required Licensure

Eligibility for reimbursement is found under Article 27 – Compensation, Paragraph H – Reimbursement for College Required Licensure of the [Faculty Collective Bargaining Agreement](#).

The faculty member requesting reimbursement must complete this form and submit an Expense Report* through my.fscj.edu prior to the expiration of required licensure/certification. Please consult with your direct supervisor if you need assistance completing this form.

*When completing the Expense Report, please attach:

1. This *Reimbursement for College Required Licensure* form
2. A copy of paid license/certification receipt (must include cost of renewal)
3. Supporting documents (if applicable) **

Employee Information:

Name:	Employee ID #:	Job Title (include field/discipline):
		Professor of

License/Certification Description:	Cost of Renewal:	Current License/Certification Expiration Date:
	\$	

1) What is the reason for this reimbursement request? (Please select one of the following):

This license is specified in FSCJ’s faculty credentialing matrices as required to meet the minimum credentialing standard for courses that are in the faculty member’s primary program or discipline area. *In addition to being primarily assigned to a program or discipline requiring certification, the faculty member must have taught a course under the relevant credentialing requirement at least once in the three terms prior to the license renewal deadline to qualify for reimbursement under this definition. Note, also, that licenses used in alternative credentials that are not required in the minimum credentialing standards are not eligible. **(Complete the “Course Information” section)***

** This license is specified as required by faculty as part of an institutional or program accreditation that the College holds at the time of the license renewal deadline. **(Attach the necessary documentation to show that this licensure is part of an institution or program accreditation standard)**

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Course Information:

2) Using [FSCJ's Credentialing Matrix](#), I am teaching courses approved by Human Resources based on meeting the:

Minimum Requirements Alternative Credentials

3) List only the course(s) you taught within the **last three (3) terms** pertinent to this license reimbursement request. *(Add more rows if necessary.)*

Course Prefix & Number	Dates Taught	Course Prefix & Number	Dates Taught

Once you successfully submit the Expense Report through my.fscj.edu, it must then be approved by your direct supervisor and your associating VP/AVP/AP. After your Expense Report is approved by all necessary members of your department, Human Resources will evaluate your request for reimbursement based on requirements listed on FSCJ's [Faculty Collective Bargaining Agreement](#). If approved by Human Resources, our accounts payable department will finalize your Expense Report and reimburse you for the cost of your license renewal.