NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Nursing & Allied Health
License Fee Reimbursement Form

The Nursing and Allied Health arbitration award provides for reimbursement faculty members for the cost of professional licenses that are required for performance of their jobs. The determination of whether a license is required for performance of one's job should be based on the documented accreditation or program licensing requirements. Reimbursement of licensing fees is effective with the 2009-10 academic year. This form is used to request reimbursement, to obtain approval through normal channels and should be submitted to the business office for payment processing.

Employee Certification

College _____
Employee Name _____
Type of License _____
Cost of License _____

_____
Employee Signature Date

Supervisor/Dean Certification

Supervisor Name _____

I hereby certify that the above referenced professional license is required for the employee to perform his/her job, and approve reimbursement.

_____
Supervisor/Dean Signature Date

HR Review

I hereby confirm that this employee is eligible for this reimbursement under the collective bargaining agreement.

_____
HR Director Signature Date

Business Office Processing

Date request for reimbursement reviewed _____

Date Reimbursement processed _____

_____
Business Office Signature Date