applications must be submitted 10 days before the course/event start date. Request for reimbursement and reimbursement documents must be submitted within 45 business days of the conclusion of the course or event. Contact the EDF office **before** Optional pre-approval The course/event start date determines the fiscal year from which the funds will be paid. event if an exception is requested. starting a course or

Review your group's specific policy at http://das.ohio.gov/EDFunds for complete rules and details.

B.U. 11 & 12 **SEIU 1199** \$3,000 \$3,000 \$3,000 The following table lists the maximum reimbursement limits per employee per fiscal year according to group. \$7,500 \$5,000 \$7,500 OSTA B.U. 1 & **OEA SCOPE** B.U. 10 \$3,500 \$3,500 \$3,500 \$1,500 B.U. 2 \$3,000 \$3,000 FOP EXEMPT \$3,000 \$1,500 \$4,500 Maximum Amount—Tuition **EMPLOYEE PER FISCAL YEAR** Maximum Amount—Events **TOTAL MAXIMUM PER** 

For forms and helpful links, view the Employee Development Funds (EDF) web site at http://das.ohio.gov/EDFunds

### Items include:

- Tuition Reimbursement Application
- Program Policies for:
  - **Exempt from Bargaining Unit**
  - Fraternal Order of Police (FOP) Unit 2
- Ohio State Troopers (OSTA) Units 1 & 15
- Service Employees International Union (SEIU) 1199 Units 11 & 12
- State Council of Professional Educators (SCOPE) OEA/NEA
- Employee Development Funds FAQ
- Process Aids
- EDF Appeal Form
- Regional and National Institutional Accrediting Agencies - US Dept of Education



## **Contact Information:**

Voice: 614.387.6183

Ohio Toll-Free: 888.577.6276

614.728.9464 Fax:

Email: EDFunds@das.ohio.gov

Web: http://das.ohio.gov/learning

Diane Luff, Program Manager Email: diane.luff@das.ohio.gov

# Lisa Springer, Administrator



### Located at:

4200 Surface Road Columbus, OH 43228-1395 Do you want to get a college degree or finish the one you started? Or do you need to prepare for the CPA exam and want to take the prep course? What about the continuing education courses you need to maintain your certification or license? How about brushing up on those computers skills? Financial assistance for your education expenses is available through this tuition/event reimbursement program to help you meet your goals.

The Employee Development Funds (EDF) program administers the education reimbursement program for the following:

- Exempt from the bargaining unit employees
- Fraternal Order of Police (FOP) Unit 2
- Ohio State Troopers (OSTA) Units 1 & 15
- SCOPE OEA-NEA
- Service Employees International Union (SEIU) 1199 Units 11 & 12.

The EDF program is a benefit that provides opportunity for continued growth and learning, and we encourage all State of Ohio employees to take advantage of the opportunity. We have made it a simple process:

- Review the policy rules and limits for your group (e.g. exempt or specific bargaining unit).
- 2. Complete and submit the application form online through email.
- 3. Attach your proof of attendance/grade, proof of payment and a brochure or detailed invoice to the email.
- 4. Submit your documents by email to EDFunds@das.ohio.gov.

For forms, policies, rules and information view our web site at <a href="http://das.ohio/EDFunds">http://das.ohio/EDFunds</a>.

We look forward to hearing from you!

## PROGRAM POLICY HIGHLIGHTS\*

ELIGIBILITY    Full-time and part-time permanent employees of a participating agency   Paid by warrant of the director of Office of Budget and Management   nactive pay status, defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence at the time of application and/or beginning of the program    COURSE_EVENT   Courses/events are expected to provide knowledge and/or skills, which relate to the major job classifications as listed in the Classification Specifications manual posted on the DAS HRD		
classifications as listed in the Classification Specifications manual posted on the DAS HRD Workforce Administration web page.  1. Coursework must provide college credit 2. Employee must receive a "pass" or a "C" or better 3. Electives and prerequisites in an approved degree program are eligible for reimbursement 4. A distance education/online course is covered, if provided by an approved institution, grants college credit and completed within the same fiscal year. 5. Coursework must be provided by accredited college or university named in the U.S. Dept. of Education's Database of Acredited Postecondary Institutions and Programs located at http://ope.ed.gov/accreditation/Search.aspx or by an Ohio independent proprietary school/college recognized by the U.S. Dept. of Education.  2. Courses preparing for or leading to licensure or certification 3. Work skills or computer/technical skills training 4. Courses offering continuing education units required for licensure and many disciplines 5. Online courses are eligible if completed in the same fiscal year and offer continuing education units (CEUs) or certificate of completion 6. Participants may not use reimbursement for the same event more than once per fiscal year  APPLICATION POLICY  APPLICATION POLICY  AMENDED OR CHANGED APPLICATION REIMBURSEMENT POLICY  Documents must be submitted electronically unless advance arrangements are made If the pre-approved course or event is cancelled or the date(s) are rescheduled more than 30 business days, the application pre-approval is void. Pre-approved applications cannot be transferred to a different course or event  REIMBURSEMENT POLICY  Documents must be submitted electronically unless prior arrangements are made with the EDF unit. Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:  Completed application pre-approved is void. Pre-approved Itemized invoice including provider name, the activity name and date of activity Proof of c	_	<ul> <li>Paid by warrant of the director of Office of Budget and Management</li> <li>In active pay status, defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence at the time of application</li> </ul>
ELIGIBILITY-TUITION  2. Employee must receive a "pass" or a "C" or better  3. Electives and prerequisites in an approved degree program are eligible for reimbursement  4. A distance education/online course is covered, if provided by an approved institution, grants college credit and completed within the same fiscal year.  5. Coursework must be provided by accredited college or university named in the U.S. Dept. of Education's Database of Accredited Postsecondary Institutions and Programs located at http://ope.ed.gov/accreditation/Search.aspx or by an Ohio independent proprietary school/college recognized by the U.S. Dept. of Education.  COURSE  ELIGIBILITY-EVENTS  2. Courses preparing for or leading to licensure or certification  3. Work skills or computer/fechnical skills training  4. Courses offering continuing education units required for licensure and many disciplines  5. Online courses are eligible if completed in the same fiscal year and offer continuing education units (CEUs) or certificate of completion  6. Participants may not use reimbursement for the same event more than once per fiscal year  APPLICATION  POLICY  4. Application form available on EDF Website  6. Must be filled out completely and accurately or will not be accepted  6. Must be submitted electronically unless advance arrangements are made  7. If the pre-approved course or event is cancelled or the date(s) are rescheduled more than 30 business days, the application pre-approval is void. Pre-approved applications cannot be transferred to a different course or event  8. Procompleted application form (unless prior arrangements are made with the EDF unit.  9. Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:  9. Completed application form (unless pre-approved)  10. Itemized invoice including provider name, the activity name and date of activity  10. Proof of cost of activity  11. Proof of cost of activity  12. Proof of cost of activity  13. Proof o		classifications as listed in the Classification Specifications manual posted on the DAS HRD
ELIGIBILITY-EVENTS  2. Courses preparing for or leading to licensure or certification 3. Work skills or computer/technical skills training 4. Courses offering continuing education units required for licensure and many disciplines 5. Online courses are eligible if completed in the same fiscal year and offer continuing education units (CEUs) or certificate of completion 6. Participants may not use reimbursement for the same event more than once per fiscal year  APPLICATION POLICY  Application form available on EDF Website  • Must be submitted electronically unless advance arrangements are made • If using pre-approval option, must be submitted 10 business days before course/event start date  AMENDED OR CHANGED APPLICATION  REIMBURSEMENT POLICY  • Documents must be submitted electronically unless prior arrangements are made with the EDF unit. • Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:  • Completed application form (unless pre-approved)  • Itemized invoice including provider name, the activity name and date of activity  • Proof of cost of activity  • Proof of payment of activity cost  • Proof of attendance  • For tuition reimbursement a grade including pass/fail is required		<ol> <li>Employee must receive a "pass" or a "C" or better</li> <li>Electives and prerequisites in an approved degree program are eligible for reimbursement</li> <li>A distance education/online course is covered, if provided by an approved institution, grants college credit and completed within the same fiscal year.</li> <li>Coursework must be provided by accredited college or university named in the U.S. Dept. of Education's Database of Accredited Postsecondary Institutions and Programs located at http://ope.ed.gov/accreditation/Search.aspx or by an Ohio independent proprietary</li> </ol>
Must be filled out completely and accurately or will not be accepted     Must be submitted electronically unless advance arrangements are made     If using pre-approval option, must be submitted 10 business days before course/event start date  AMENDED OR CHANGED APPLICATION  REIMBURSEMENT POLICY  Documents must be submitted electronically unless prior arrangements are made with the EDF unit. Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:     Completed application form (unless pre-approved)     Itemized invoice including provider name, the activity name and date of activity     Proof of cost of activity     Proof of attendance     For tuition reimbursement a grade including pass/fail is required		<ol> <li>Courses preparing for or leading to licensure or certification</li> <li>Work skills or computer/technical skills training</li> <li>Courses offering continuing education units required for licensure and many disciplines</li> <li>Online courses are eligible if completed in the same fiscal year and offer continuing education units (CEUs) or certificate of completion</li> </ol>
business days, the application pre-approval is void. Pre-approved applications cannot be transferred to a different course or event  POLICY  Documents must be submitted electronically unless prior arrangements are made with the EDF unit.  Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:  Completed application form (unless pre-approved)  Itemized invoice including provider name, the activity name and date of activity  Proof of cost of activity  Proof of payment of activity cost  Proof of attendance  For tuition reimbursement a grade including pass/fail is required		Must be filled out completely and accurately or will not be accepted     Must be submitted electronically unless advance arrangements are made
Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:  Completed application form (unless pre-approved)  Itemized invoice including provider name, the activity name and date of activity  Proof of cost of activity  Proof of payment of activity cost  Proof of attendance  For tuition reimbursement a grade including pass/fail is required	CHANGED	business days, the application pre-approval is void. Pre-approved applications cannot be
PROCESS Processed by receipt date of application, first in first out		Reimbursement documents must be received by EDF within forty-five (45) business days of the completion of the course/activity. Documents include:
	PROCESS	Processed by receipt date of application, first in first out

<sup>\*</sup>These are just the highlights, please see the program policy or specific rules that apply to you at http://das.ohio.gov/EDFunds