

# Professional Educational Reimbursement

- Immediately eligible; annual benefit may be used for professional development and/or tuition reimbursement for advancement within MAPMG.
- Reimbursement of \$1,000 for first year of employment and \$2,000 per calendar year thereafter.

Professional Development	Tuition Reimbursement	Benefit Submissions
<ul style="list-style-type: none"><li>• Course work and seminars designed to develop/enhance skills</li></ul> <p><u>Eligible expenses include:</u></p> <ul style="list-style-type: none"><li>• Fees for conference/program registration; license/certification renewal, and memberships to professional societies</li><li>• Classes and/or textbooks to obtain or maintain specific professional credentials</li><li>• Basic transportation costs including gasoline, airfare, tolls, parking, lodging and meals</li></ul>	<ul style="list-style-type: none"><li>• Courses related to your current position</li><li>• Courses must be taken at an accredited college or university</li><li>• Passing grade required</li></ul> <p><u>Eligible expenses include:</u></p> <ul style="list-style-type: none"><li>• Course tuition, registration, exam, and laboratory fees</li><li>• Required text or workbooks</li><li>• Fees for advance placement test in lieu of a course and/or fees for courses “challenged” through testing, when test is passed.</li></ul>	<ul style="list-style-type: none"><li>• PEP System for Staff at <a href="http://www.mymapmgbenefits.com">www.mymapmgbenefits.com</a> or on the Benefits and Payroll home page at <a href="https://mapmgsso.ultipro.com">https://mapmgsso.ultipro.com</a></li><li>• Requests must be submitted <b>within 60 days</b> of course completion (professional development or tuition).</li><li>• Annual allowances not used or accrued by December 31st of each year will be forfeited.</li></ul> <p><b>This is a summary and is not binding. Complete plan provisions may be found in the Policy available within the PEP for Staff system.</b></p>