

Employee Certification Exam Reimbursement



The **Employee Certification Exam Reimbursement Application** is used by workers to request reimbursement of certification exam costs. For any questions regarding certification exam reimbursement eligibility, contact Total Rewards.

Employee Certification Exam Reimbursement

1. From the Workday Home click on 'Benefits and Pay' under apps, then click on '**Employee Tuition Reimbursement Application**' under Suggested Links
2. Select **My Certification Reimbursement**.
3. On the Employee Certification Exam Reimbursement page, select the appropriate **Certification Type**.
4. Enter the **Exam Title**.
5. Enter **Date of Certification/Recertification**
6. Select the **Create New Certification Exam Reimbursement App** button.
7. Enter the **Name of the college or University or Organization, Certification exam description, and cost**.
8. Confirm **Supervisor**.
9. Select the checkbox next to **Certification**.
10. Select **Submit to Supervisor**.

Next Steps: Once you have submitted the request, the process will automatically be routed to your supervisor for review.



Request New Exam Reimbursement Application

Certification Type	<input type="text" value="Certification"/>	Date Of Certification	<input type="text" value="12/01/2024"/>
Exam Title	<input type="text" value="CPR"/>	Term Type	Year
		Spring	2024
Total Allowed Courses/Exams		Total Certification Exams	
2		0	

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