

December 14 is the deadline to submit reimbursement for eligible programs

To track more efficiently, all reimbursement requests must be submitted via WCIA's website. Please follow these instructions:

- Go to www.wciapool.org and log in using your Username and Password.
- Click *Education & Training*, then click *Training Reimbursements*.
- All eligible reimbursements will appear in alphabetical order.

Note: For exclusive trainings and facilitations, prior approval from Member Services is required by October 1, 2018. Submittals for programs without prior approval will be denied.

For a complete list of eligible programs, click here:

<http://www.wciapool.org/education-training/reimbursement>

Reimbursements submitted after December 14, 2018, are subject to denial.

Please contact Member Services at memberservices@wciapool.org with any questions.