



2018 Reimbursement Program Parameters and Process

Parameters:

- Members are eligible for reimbursement annually (except for Accreditations)
- Funding is provided upon program completion in the form of an entity reimbursement.
- Eligibility for reimbursement is limited to Reimbursement Programs list.
- Reimbursement will not exceed the amount indicated.
- Combining multiple reimbursements for substitute payment towards one particular program **will not** be allowed.
- Individual Certification reimbursements are limited to one registration and exam per member unless otherwise noted.

Process:

- All reimbursement requests will need to be submitted online via WCIA's website, www.wciapool.org
- Individuals who submit via email or by postal mail will be contacted by Member Services and instructed to submit request via WCIA's website.
- Depending upon the type of reimbursement, WCIA will require a copy of the following:
 1. **Certificate of completion** (if provided)
 2. **Invoice** your entity received
 3. **Sign in sheet**, reflecting date, training and location (only if it is a group training)
- WCIA will make the check payable to your entity. **The check will be mailed to the Delegate.**

Online Submittal Instructions:

- Go to www.wciapool.org and login with your User Name and Password.
- Place cursor over **Training and Education**, next **click Training Reimbursements**.
- Programs are listed in alphabetical order. **Click** on the title of the program for which you would like to obtain reimbursement.
- On the box that opens up, **click Request Reimbursement**.
- Complete all the required fields in the box that appears and **click Submit**
 - **(Note: Requestor must provide documentation in order for submittal to be accepted. Documentation must be in a PDF format).**
- Requestor should receive an automated email upon submission that indicates that their request has been successfully submitted to WCIA for processing.
- Please allow **two to four business** days for WCIA to review submittal and determine approval.
- Once WCIA reviews the request, the Requestor will receive an email indicating decision.
 - If the request is denied, WCIA may follow up via phone to provide an explanation.

If you have questions regarding the reimbursement submittal process, please contact WCIA Member Services at memberservices@wciapool.org or 206-575-6046.

Deadline for 2018 Reimbursement Submittals: *Friday, December 14, 2018*