

<b>Policy Area:</b> School of Pharmacy – CS Dept	<b>Subject:</b> Credentialing Reimbursement
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<b>Approved Date:</b> 5/21/2014 <b>Revision Date:</b>	<b>Approved by:</b> Administration
<p><b>1. Rationale or background to policy:</b> To establish policy for reimbursement requests for professional credentialing fees.</p> <p><b>2. Policy Statement:</b> <u>Initial certification:</u> The Clinical Sciences department will allow reimbursement for the costs of an initial credentialing exam. Reimbursement shall be made after successful completion of the exam. If the exam must be taken a second time, costs for the second exam only will be reimbursed.</p> <p><u>Recertification:</u> Expense reimbursement associated with re-certification will be allowed if the faculty member has access to funds (i.e., grant funds, service contracts).</p> <p><b>3. Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Upon successful completion of the credentialing exam, the faculty member shall submit a request for reimbursement, along with a copy of the exam results, and a copy of the original payment receipt.</li> <li>2. The request for reimbursement shall indicate the source of funds (start-up funds, grant funds, service contract, etc.).</li> </ol>	