

EBENEZER Foundation Payment for CEU/Seminar Application

Employees are eligible for reimbursement of expenses to register for participation in CEU/Seminars subject to availability of funds. To be eligible for payment of CEU/Seminar:

- Employee must have acceptable attendance and performance.
- Employee must be authorized to work at least 40 hours per pay period.
- Employee must have at least 6 months of service with Ebenezer.
- Seminar must be related to current position and/or fulfill licensure or certification requirements.
- Application must be submitted at least 30 days prior to the date of the seminar.

Name _____ Person # _____

Current Position _____ Work Location _____

Work Telephone _____ Email address _____

Date of Hire _____ # Authorized Hours Per Pay Period _____ Amount Requested \$ _____

Requested Seminar/Class: _____ Date of Seminar/Class: _____

How will this seminar assist you in your current position with Ebenezer?

Applicant: To be considered for your request you must attach the following:

1. Seminar description
2. **Seminar application/registration form completed by you**
3. Documentation showing cost of seminar
4. **Give this form to your Supervisor**

Supervisor/Manager:

- Once approved, forward this application to the Administrator/Housing Manager for approval.

Please email this signed application and supporting documents to Ebenezer Benefits Manager at drice2@fairview.org or mail to: 2722 Park Avenue, Mpls., MN 55407 at least 30 days prior to the course.

For Office Use Only

Administrator/Housing Manager Approval: _____

Corporate HR Approval: _____ Date: _____

Foundation Approval: _____ Date: _____

Application: _____accepted _____denied Foundation Fund Account # to be charged: _____

*** You will be notified by the Benefits Manager of the status of your application. The facility will be responsible for signing up the employee for the seminar.**

CEU/Seminar Processing

1. Employee completes the CEU/Seminar Application and forwards the completed application to their supervisor.
2. If supervisor agrees with the employee attending this class/seminar, approve and forward to the Administrator or Housing Manager.
3. Administrator/Housing Manager or designee approves and forwards to Corporate Benefits Manager.
4. Benefits Manager verifies that the employee meets all criteria for the class/seminar, i.e., authorized hours, six months of employment etc. If employee meets all criteria the application will then be forwarded to the Foundation Representative to verify available funding for continuing education classes.
5. Benefits Manager will notify the Administrator/Housing Manager if funds are available.
6. After notification that funds are available, the facility will then be responsible for registering the employee in the class/seminar and paying for said class with facility money.
7. The Foundation Representative will be responsible for processing the Grant Request and submitting to Accounting for facility reimbursement.