

## **LICENSE/CERTIFICATE REIMBURSEMENT**

### **Maryland Licenses**

Under the Supplement to the TABCO Agreement 2011-2012 the Board will reimburse the cost of the renewal of the State of Maryland license for the following groups: school nurses, speech/language pathologists, audiologists, and social workers. In addition, the Board will reimburse the cost of the renewal of the National Board Certification. Reimbursement will occur only during the fiscal year in which the license expires. The amount of reimbursement payment is calculated as part of the limit for tuition and fees that are available to each individual during the fiscal year in which the license is renewed.

In order to obtain the reimbursement, the following documentation must be submitted to the Office of Certification:

#### School Nurses

1. A written request for reimbursement addressed to the Office of Certification
2. A copy of the License Verification from the Maryland Board of Nursing website. This copy must show the license number, issuance date and expiration date.
3. Verification of license renewal cost. This could be a copy of the email payment information sent to the individual from the Maryland Board of Nursing.

#### Speech Pathologist/Audiologist

1. A written request for reimbursement addressed to the Office of Certification
2. A copy of the Maryland Department of Health and Mental Hygiene license. This copy must show the license number, issuance date and expiration date.
3. Verification of license renewal cost. This could be a photocopy of the check or website verification cost.

#### Social Workers

1. A written request for reimbursement addressed to the Office of Certification
2. A copy of the license from the Maryland Department of Health and Mental Hygiene. This copy must show the license number, issuance date and expiration date.
3. Verification of license renewal cost. This could be a photocopy of the check or website verification cost.

#### National Board Certificate

1. A written request for reimbursement addressed to the Office of Certification
2. A copy of the National Board Certificate showing the issuance and expiration dates.
3. Verification of license renewal cost. This could be a photocopy of the check or website verification cost.