

# Certification Evaluation & Reimbursement

Fill out this form in full, attach a copy of the certification and proof of payment, and submit to SRS Admin for review

Coach Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Date Final Exam Passed: \_\_\_\_\_

Cost of Exam: \_\_\_\_\_

Level Passed:

PSIA:                    1       2       3

AASI:                   1       2       3

Adaptive\*:            1       2

Children's Spec.\*:   1       2

Performance Evaluation Date\*\*: \_\_\_\_\_

Reviewing Manager/Supervisor: \_\_\_\_\_

Comments:

New Pay Rate\*\*: \_\_\_\_\_

GM Approval: \_\_\_\_\_

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You can access an acceptable proof of purchase on [thesnowpros.org](http://thesnowpros.org):

1. Log onto your [thesnowpros.org](http://thesnowpros.org) account
2. Click on "My Profile", and on the right hand side select "My Transactions"
3. Select "View Invoice" for each module of the exam. Click on "Save" to save a PDF version of the invoice to print out the page that includes the invoice date, description, and total amount paid

\*\*\*Alternate proof of purchase documents must include coach name, product description, payment date, and amount paid\*\*\*

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For administrative use only:

- |   |   |
|---|---|
| <input type="checkbox"/> Submitted EAF to HR              | <input type="checkbox"/> Database updated                   |
| <input type="checkbox"/> Entered new rate into RPOS       | <input type="checkbox"/> Proof of purchase attached         |
| <input type="checkbox"/> Entered certification into RPOS  | <input type="checkbox"/> Submitted reimbursement to payroll |
| <input type="checkbox"/> Adjusted max teach level in RPOS | <input type="checkbox"/> Copy of certification attached     |

\*passing an Adaptive or Children's Specialist exam does not prompt a pay increase

\*\*the pay increase will take effect on the first day of the pay period in which this form is submitted