

West-MEC Industry Credentials Grant Reimbursement Form

Grant Application for Certification and/or Licensing Fee(s)

West-MEC is offering a grant opportunity to **High School*** students completing West-MEC Programs**, by providing reimbursement for industry specific licensing/certification exam(s). This grant will be awarded to students who are enrolled in a West-MEC Program and completed the corresponding industry licensing/certification exam(s). *Individuals who have had their exam fee reimbursed by any other institution(s) or organization(s) are not eligible for this grant.*

Awards will be based on availability of funds. Grant reimbursement requests deadlines are listed on page 2. **For programs that have multiple exams, completers are encouraged to submit their reimbursement request as they complete each exam. Late requests will not be considered.**

Reimbursement Process:

For exams where the program completer is responsible for paying the required exam fee(s) upfront, West-MEC will reimburse the fees after the following criteria have been met:

- A copy of the exam fee payment receipt(s), exam results, and completer information survey are submitted with the Grant Application to West-MEC through the email address or mailing address listed below.
 - Note: Reimbursement requests are processed monthly, please anticipate an 8-12 week time period to receive your reimbursement after all required documents have been received.

Students must submit:

- ___ Reimbursement Request Form
- ___ Exam Fee Payment Receipt
- ___ Exam Result Report
- ___ Completer Information Survey (on Reimbursement Request Form)

Mail or Drop-Off Required Documents:

West-MEC Industry Credentials Grant

C/O West-MEC Career Services

5487 North 99th Ave.

Glendale, AZ 85305

Drop Off Hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.

For questions, contact:

West-MEC Student Services at

623-738-0014

Scan/email required documents:

careerservices@west-mec.org

* “High School Students” includes those who are currently enrolled or have obtained their high school diploma while completing their West-MEC Central Program.

** Eligible Programs: Aviation Maintenance, EMT, Fire Science

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Reimbursable Industry Credentials and Certificates by Program FOR STUDENTS COMPLETING FALL 2020/SPRING 2021 (EMT) | June 2021 (Aviation)

Program	Certification Test	Deadline to Submit	Maximum Fee Reimbursed
Aviation	General Oral and Practical Exam	06/17/2023	\$200
Aviation	Airframe Oral and Practical Exam	06/17/2023	\$200
Aviation	PowerPlant Oral and Practical Exam	06/17/2023	\$200
EMT	National Registry of EMTs National EMT	*12/13/2022	\$98
Fire Science	IFSAC HazMat Certification	*12/13/2022	\$100

*EMT and Fire Science completers who do not turn 18 by this date need to email careerservices@west-mec.org to obtain approval for a later submission date.

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PLEASE PRINT

Student Name: _____ Email Address Student: _____
 Central Program (ex. Aviation, etc.): _____ Date of Program Completion: _____
 Campus Attended (Circle One): Central | Northeast | Northwest | Southwest | Gateway Deer Valley | Glendale Community
 Name of license/certification: _____ Date of Exam: _____
 Home Address: _____
 (City) (State) (Zip)
 Phone: Home: _____ Student Cell: _____ Parent Cell: _____

West-MEC Completer Information Survey:

1. Are you currently employed?	_____ Yes	_____ No
a. If yes, is your current position related to your West-MEC Program?	_____ Yes	_____ No
b. If yes, list your employer:	_____	
2. Are you currently serving in the military?	_____ Yes	_____ No
a. If yes, which branch of military?	_____	
b. If yes, is your military training related to your West-MEC Program?	_____ Yes	_____ No
3. Are you currently enrolled in, or attending further education courses?	_____ Yes	_____ No
a. If yes, list your school	_____	
b. If yes, are your courses related to your West-MEC program?	_____ Yes	_____ No
4. Would you recommend a West-MEC program to someone you know?	_____ Yes	_____ No

REQUEST FOR REIMBURSEMENT FOR CERTIFICATION EXAM FEE

Please anticipate an 8-12 week time period to receive your reimbursement after all required documents have been received.

Name of **Individual** to be Reimbursed (Print clearly): _____
 Mailing Address of **Individual** (Reimbursement check will be mailed to this address):

 Street Address

 City _____ State _____ Zip _____
 Proof of Payment for Exam Fee Attached
 Exam Result Attached
 West-MEC Completer Information Survey
 Parent/Guardian Name: _____ Parent Email: _____
 Parent/Guardian Signature Authorizing Reimbursement to Individual Above: _____

I understand in order to receive reimbursement I will need to provide a copy of my exam fee payment, license/certification exam results, and completer information survey to West-MEC. Information provided on this form is true and complete to the best of my knowledge. All information provided will be kept in strict confidence.

I certify that I have not been awarded a grant or reimbursement for this exam fee by any other institution or organization.

Student Signature and Date

Parent Signature and Date