

**Education and Training Program (ETP) for NYSCOPBA-represented Employees  
2022-2023 State Fiscal Year**

**Reimbursement Pre-Approval Application Form**

To be eligible for reimbursement, courses must begin, or have begun, on or after April 1, 2022 through March 31, 2023.

Prior to registering for coursework, it is recommended that the applicant complete a Pre-Approval Application Form to ensure ETP Guidelines are met to receive reimbursement.

To obtain pre-approval, the following documents must be submitted prior to the start date of the course:

- Complete Pre-Approval Application Form (one application per course)
- A course description or brochure from the institution that includes the itemized cost separate from any fees

**Submit all documents to:** [SSUPrograms@lmc.ny.gov](mailto:SSUPrograms@lmc.ny.gov) or

NYS Security Services Unit JLMC  
ETP/M. Bombard  
2 Empire State Plaza, 7th Floor  
Albany, New York 12223

**Employee Eligibility**

Applicants are eligible to participate in the ETP under the following conditions:

- Actively employed a minimum of half-time in a full-time NYSCOPBA-represented position for the duration of the qualifying training and/or educational courses
- Have had six months continuous State service immediately prior to the beginning date of the coursework

(Note: If you do not meet one of these criteria, you are not eligible. See Section C in the Guidelines)

**SECTION I – EMPLOYEE INFORMATION (Completed by Applicant)**

Applicant Name		Start date with New York State (mm/dd/yyyy)	
NYS EMPLID Number (Found on paycheck stub) Required for payment by OSC <b>N</b>			
Home Address, City, State, Zip Code			Home/Cell Phone
Employing Agency/Facility Name		Agency Facility Code	
Work Address, City, State, Zip Code			Work Phone
Current Job Title		<b>*Primary Personal Email Address</b>	

**\*Required for email communications from the JLMC staff. ([SSUPrograms@lmc.ny.gov](mailto:SSUPrograms@lmc.ny.gov))**

<b>SECTION II – COURSEWORK INFORMATION (Completed by Applicant)</b>			
School/Institution Name			
School/Institution Address, City, State, Zip Code			
Course Title			Course Number
Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Is this a credit-bearing course? <input type="checkbox"/> Yes, Number of Credits _____ <input type="checkbox"/> No	
Is this coursework part of a degree program in which you are presently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what type of degree?	Major	Total credits earned to date	
Tuition expense for this course \$		Other assistance received as indicated in Section H of the ETP Guidelines \$	
I attest to the authenticity of the statements in this application, as well as the enclosed documentation. I have complied with all eligibility requirements of the ETP. All the information contained in this request is true and accurate. I have read and understand the Program Guidelines and agree to comply with all policies and procedures. Any deliberate mis-statement on this application represents grounds for exclusion from ETP participation.			
Signature:		Date:	
<b>SECTION II – SSU LMC Determination (SSU Completes)</b>			
This application <input type="checkbox"/> Meets the Criteria The educational activity described is: <input type="checkbox"/> Job-related <input type="checkbox"/> Career-related		<input type="checkbox"/> Does not meet the criteria The educational activity does not qualify for reimbursement <input type="checkbox"/> Employee Ineligible <input type="checkbox"/> Not job-related or career-related <input type="checkbox"/> Ineligible coursework <input type="checkbox"/> Submitted beyond required filing period <input type="checkbox"/> Educational Institution not approved	
<b>SSU JLMC Program Coordinator:</b>		<b>Date:</b>	

**Reimbursement Reminder:** Applications must be submitted no later than ninety (90) calendar days from the end date of the course. The postmark or email date will be used to determine the timeliness of the application.

If you are unable to obtain the required documentation within the 90-day period, you must submit your application form and contact the JLMC prior to the deadline.