

2016/17 Grant Application for Certification and/or Licensing Fee (s)

West-MEC is offering a grant opportunity to **High School*** students completing West-MEC Central Programs**, by providing reimbursement for industry specific licensing/certification exam(s). This grant will be awarded to students who have successfully completed a West-MEC Central 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 will be processed up to One year after your recognition ceremony (May 30th 2017). For programs that have multiple exams completers are encouraged to submit their reimbursement request as they complete each exam. Reimbursement request for the second attempt of an exam, if necessary, may be submitted. **Late requests will not be considered.**

Reimbursement Process:

The program completer is responsible for paying the required exam fee(s), which will be reimbursed after the following criteria have been met:

- A copy of the exam fee payment receipt(s), exam results, and completer information survey are submitted to West-MEC through the email address or mailing address listed below.
 - Note: The reimbursement will be processed 8 to 12 weeks after the documentation required has been received by West-MEC.

Students must submit:

- Reimbursement Request Form
- Exam Fee Payment Receipt
- Exam Result Report
- Completer Information Survey

Mail or Drop-Off Required Documents:

West-MEC Industry Credentials Grant
C/O West-MEC Career Center
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 Career Services at
623-738-0035

Scan/email required documents:

careerservices@west-mec.org

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

** Eligible Central Programs: Aesthetics, Automotive Collision, Automotive Technology, Aviation Maintenance, Avionics/Electronics, Cosmetology, Diesel, EMT, Fire Science, Welding, Precision Manufacturing, Pharmacy Technician, Medical Assistant, Veterinary Sciences.



Industry Credentials Grant Reimbursement Form

Reimbursable Industry Credentials and Certificates by Program:

Program	Certification Test	Certification Agency	Certification Cost
Aesthetician	AZ Board of Cosmetology Aesthetician	AZ Board of Cosmetology	\$ 247.00
Automotive Collision	ASE Industry Certification	Automotive Service Excellence (ASE)	\$ 191.00
Automotive Technology	ASE Industry Certification	Automotive Service Excellence (ASE)	\$ 315.00
Aviation	General Written Test	Federal Aviation Administration (FAA)	\$ 115.00
Aviation	Airframe Written	Federal Aviation Administration (FAA)	\$ 115.00
Aviation	PowerPlant Written	Federal Aviation Administration (FAA)	\$ 115.00
Aviation	Practical/ Oral Board	Federal Aviation Administration (FAA)	\$ 600.00
Avionics	General Radiotelephone Operator License	Federal Communications Commission	\$ 120.00
Cosmetology	AZ Board of Cosmetology Licensure	AZ Board of Cosmetology	\$ 247.00
Diesel	ASE Industry Certification	Automotive Service Excellence (ASE)	\$ 284.00
EMT	National EMT Certification	National Registry of EMT	\$ 80.00
Fire Science	IFSAC HaZMat Certification	Intl. Fire Services Accreditation Congress	\$ 100.00
Welding Technology	Entry Level S.E.N.S.E Certification	American Welding Society	\$ 15.00
Welding Technology	Intermediate level S.E.N.S.E Certification	American Welding Society	\$ 15.00
Pharmacy Technician	Technician Trainee License	Arizona State Board of Pharmacy	\$ 46.00
Pharmacy Technician	Technician (PTCB Certified)	Certified Pharmacy Technician Board	\$ 129.00
Medical Assistant	Medical Assisting Certification	American Medical Technologist	\$ 120.00
Medical Assistant	Phlebotomy Technician	American Medical Technologist	\$ 120.00
Veterinary Sciences	Veterinary Assisting Certification	National Association of Veterinary Technicians in America	\$ 100.00



Industry Credentials Grant Reimbursement Form

PLEASE PRINT

Student Name: _____ Email Address Student: _____

Central Program (ex. Cosmetology, etc.): _____ Date of Program Completion: _____

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