

**2025 Certification Prep Reimbursement Request Form**

Choosing to obtain your HR certification is a career-long commitment that shows to your peers and your organization that you are driven to be successful in HR management. LSHRM recognizes and supports the value of professional certification.

LSHRM is happy to subsidize the exam fee and the cost of the current study materials used by Professional Development Committee’s Certification Prep Program for our LSHRM members who are pursuing certification **1) you are an LSHRM member; 2) your employer is not already covering the cost; and 3) you attended at least 80% of the program’s sessions**.

LSHRM will reimburse members as follows *(class fee is not reimbursable)*:

|  |  |
| --- | --- |
| **Eligible Reimbursement Item** | **Amount of Reimbursement** |
| Exam | 75% of the (PASSED) exam fee |
| Study System | 50% |

To request reimbursement please complete the following information and return the form to Michele Stauffer by email mstauffer@universalingredients.com.

**Are you a Lancaster SHRM member? Yes**  **No** 

**Is your employer paying for your exam? Yes No **

**Is your employer paying for the study system? Yes  No **

**Reimbursement Request:**

I request reimbursement of my exam fee in the amount of $ **= Total exam fee x 75%**

***(proof of payment and exam results required)***

I request reimbursement for my textbook in the amount of $ **= 50%**

***(proof of payment required)***

**Name**  \_\_

**Home Mailing Address**

**City** **Zip**

**Contact Phone Number**    