

**TITLE:** GISP Certification Reimbursement Program

**SCOPE:** Regular members of the WVAGP who are and have remained current in their membership dues for the duration of the GISP certification process, have paid for the certification out of their own personal funds, and have successfully received certification. This policy does not reimburse employers nor organizations for any expenses incurred by them.

**DOCUMENT TYPE:** Policy

**PURPOSE:** WVAGP's GISP Certification Reimbursement Program is intended to provide monetary assistance to eligible members in their pursuit of GISCI's GISP certification.

**PHILOSOPHY:** WVAGP assists members in their professional development and the State of West Virginia's geospatial strength through the promotion of the GISP Certification.

**PROCEDURE:**

1. The following eligibility requirements will apply to certification reimbursement:
  - a. Regular members who are and have been current in their membership dues for the duration of the GISP certification process.
  - b. The costs must have been paid by the member personally and not otherwise covered or reimbursed by any employer, agency or program.
  - c. In the case where some expenses were paid or reimbursed by another party, any remaining portion paid by the member individually is still eligible for reimbursement.
  - d. GISP Certification must be successfully awarded prior to application for reimbursement.
  - e. Applicant shall fill out an application form for GISP Certification Reimbursement.
2. Reimbursement will cover 50% of the total cost paid by the member up to a maximum of \$225 per member.
3. Any member requesting reimbursement must provide documentation of successful certification, receipts of all claimed expenses and sign a statement attesting that all of the claimed expenses were born entirely by the member and not paid or reimbursed through any employer, agency or program.
4. All documents shall be submitted to the WVAGP Secretary via email and that officer shall acknowledge receipt thereof with a return email.

**DISCLAIMER:** There is an Ethics Form that is part of the GISCI's GISP Certification Application. Unethical actions will be reported to GISCI if false claims are made for reimbursements.