



OCSEA/DRC Licensure & Certification Program

— Administered by the Union Education Trust —

FREQUENTLY ASKED QUESTIONS

FAQ

Q: Who is eligible to participate in this program?

A: You must be a DRC bargaining unit employee assigned to your current position to participate in this program.

Q: What will this program cover?

A: This program will pay for a required license, certificate or a test leading to a license or certificate not currently paid for by the Department of Rehabilitation and Corrections.

Q: How do I know if DRC already pays for the license or certificate?

A: Ask your supervisor if DRC will pay for your license or certificate.

Q: Where do I obtain an application?

A: You can download the application on the OCSEA website at this [LINK](#). You can also request an application via e-mail at bbuckley@ocsea.org or by calling 1-800-969-4702, ext. 2645.

Q: How do I apply?

A: You must complete and submit the application along with all supporting documents to UET by email or mail. The application is available on the OCSEA website and is not available on the UET website. All supporting documentation must be submitted with your application, either by mail or electronically. Mail application and documents to UET, ATTN: Brenda Buckley, P.O. Box 3270, Westerville, OH 43086-3270. Applications can be submitted for pre-payment or for reimbursement.

Q: How will the vendor be paid?

A: Participants should apply at least 30 days before the deadline so that UET can process and issue payment directly to the vendor. If the deadline is in less than 30 days, the bargaining unit employee may pay for the certificate, license or testing and then apply for reimbursement.

Q: I do not work for DRC, can I participate?

A: No. This program was negotiated in the DRC Agency-Specific Agreement and is funded by DRC specifically for DRC bargaining unit employees only.

Q: What is not covered by this program?

A: This program does **not** pay for:

- Licenses, certificates and tests that are not required for your current position with DRC
- Licenses, certificates and tests that are paid for by the employer
- Commercial Driver's License (CDL)
- Training or instructional fees. **Please note:** Training/instructional fees may be covered by your UET educational benefit. Learn more at UEdTrust.org.