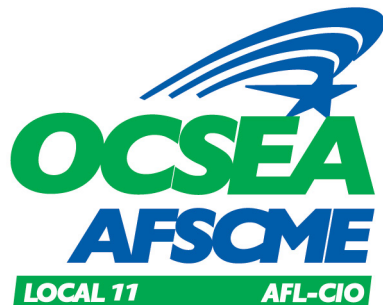




Union Education Trust

Shaping Your Future



*Celebrating 10 Years*

## **OCSEA/DRC Licensure & Certification Program**

*Administered by the Union Education Trust*

For 10 years, the union has administered a licensure & certification benefit for OCSEA bargaining unit members in the Ohio Dept. of Rehabilitation & Corrections. This benefit was negotiated in 2015 and continues to serve DRC members' licensure and certification needs. The program is administered by your Union Education Trust.

### ***The program provides financial assistance to pay for:***

- Renewing approved licenses & certificates
- Acquiring required licenses & certificates
- Taking a test leading to a required license or certificate

### ***The program will NOT pay for:***

- Licenses or certificates not required in your current job position
- Licenses or certificates currently paid for by DRC
- Instructional Fees
- Commercial Drivers Licenses

## **APPLICATION PROCESS**

1. **First, check with your supervisor** to see if DRC already pays for your license or certificate.
2. **Complete the program application form.** The application must be emailed or mailed. 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, P.O. Box 3270, Westerville, OH 43086-3270.
3. **Select one of the following two options:** Pre-payment or Reimbursement. If applying for Pre-payment, allow at least 30 days for your application to be processed and paid.



↑ Scan QR Code to ↑  
**DOWNLOAD APPLICATION**  
at [OCSEA.org](http://OCSEA.org)

**For inquiries, application requests and more, call Layne Reed at 614-865-2645, or email at [lreed@uedtrustadmin.org](mailto:lreed@uedtrustadmin.org).**