

PLEASE READ THIS INFORMATION CAREFULLY!

ELIGIBILITY FOR REIMBURSEMENT OF TUITION FEES FOR ATTENDANCE AT APPROVED COMMERCIAL SCHOOLS

Subject to the provisions set forth in the MEBA Training Plan Rules & Regulations, an officer shall become eligible for reimbursement of tuition fees for upgrading his/her license or for additional training at a commercial school, provided the officer:

- a) Has not retired; and
- b) Is a member in good standing in District No. 1-PCD, MEBA; and
- c) (1) has 30 days on the payroll of one or more Employers who contributed to the MEBA Training Plan within a period of twelve consecutive months preceding either the date on which the officer commences the upgrading or training course; or
(2) is an employee of District No. 1-PCD, MEBA or has 30 days on the payroll of District No. 1-PCD, MEBA within a period of twelve consecutive months preceding either (i) the date on which the officer commences attendance at the School or (ii) the date the officer applies to the School to attend training courses.

Please contact the school if you have questions about the following eligibility requirements:

- Government vessel training rules for eligible members, or
- Special training eligibility for non-eligible members and applicants pertaining to government vessel service, or
- Special training eligibility for non-eligible members and applicants pertaining to occupational credentials.

In the event a participant does not meet these requirements, he/she will be notified by the School Registrar. At that time he/she can contact CMES to determine other options that may be available.

An officer may become eligible for reimbursement of up to \$1,200 per year for tuition costs at approved schools for courses which the Director determines are STCW related.

SUBMITTING AN APPLICATION

Send this completed application to the school by mail, fax, or personal delivery **before attending the desired class**. All information **MUST** be supplied or the application will be returned without approval.

Upon successful completion of the desired class, a copy of the Certificate of Completion and a copy of the tuition receipt issued must be submitted to CMES **within 6 months of the completion** of the course. Failure to do so will prohibit your ability to receive reimbursement of tuition paid by you.

The School Registrar will notify you regarding the approval or disapproval of your application.

The Member should notify CMES if they are unable to attend or were unsuccessful in passing the requested course.

APPROVED COURSE TOPICS & MAXIMUM REIMBURSEMENT RATES

A current list may be found on the CMES website - Admissions page.
www.mebaschool.org

USCG APPROVED SCHOOLS

A listing of USCG approved schools and courses may be found on their website at: <http://www.uscg.mil/nmc>.

GOVERNMENT REQUIRED TRAINING

Members required to attend MSC approved courses need to contact the CMES Academic Manager at (410) 822-9600. He will assist with arranging the necessary training.