



Certification Reimbursement Request

To encourage career development and skills building within Lebanon County's workforce, the Lebanon Valley Chamber Foundation is providing reimbursement to individuals on certifications that may advance careers and fill much needed skills-based job openings.

Certification fees will be reimbursed to individuals or small businesses (10 or fewer employees*) who can provide a payment receipt. Certification reimbursement is good for one testing per certification. Individuals must be employed or have a job offer with a Lebanon County employer based on completing your certification. An application does not guarantee reimbursement.

Applicant/Employee Name: _____

Address: _____

Phone: _____ Email: _____

Please check one:

- I have a job offer at _____ .
- I am employed at _____ .
- My small business is _____

I am seeking reimbursement in the amount of \$ _____ to pay for the following certification

_____ .

Please note reimbursement will be up to \$400 if approved.

How will this certification help to advance your career or fill skills-based job openings in Lebanon County?

Supervisor/Manager Name

Supervisor/Manager Signature

Supervisor/Manager phone or email

**If you are an employer with more than 10 employees and have a need for reimbursement assistance, please contact our office.*

Please submit to:

Lebanon Valley Chamber Foundation
989 Quentin Road, Suite 1
Lebanon, PA 17042
Or email: kgroh@lvchamber.org