

EXAM FEE REIMBURSEMENT



OPEN COMPETITIVE & PROMOTIONAL EXAMS

Are you taking a Civil Service exam this year? Save money when you take advantage of the exam fee reimbursement benefit made available through the PEF Membership Benefits Program (PEF MBP). PEF members can apply for reimbursement of both New York State Open Competitive Exams and Promotional Exams.

To qualify, you must:

1. Be an active, dues-paying member of PEF at the time of the exam AND at the time the application is received by PEF MBP.
2. Provide a copy of the exam mark notification to verify that a passing mark/grade is received. Only exams receiving a passing mark/grade will be reimbursed. The exam mark notification is your test score sent to you by NYS Civil Service. To be eligible for reimbursement, you **MUST** include your score notification, along with the exam reimbursement application.
3. Applications for reimbursement must be submitted within one (1) year of the exam date.

IMPORTANT NOTICE:

Only Promotional Exams taken after 2010 will be considered for reimbursement.

The PEF MBP will pay no more than:

- \$30,000 aggregate, per calendar year for Open Competitive Exams.
- \$45,000 aggregate, per calendar year for Promotional/ Transitional Exams.

To Submit for Reimbursement

1. Visit pefmbp.com and click on the Benefits & Insurances tab on the home page.
2. Under Education & Training, locate the Exam Fee Reimbursement benefit.
3. Download and complete the reimbursement form.
4. Email the form, along with your exam mark notification to MBinsurance@pef.org or, print and mail the forms to:

PEF Membership Benefits Program
10 Airline Drive
Suite 101
Albany, NY 12205

To receive a reimbursement application by mail, call (800) 342-4306, ext. 243, option 2. Return the application to PEF MBP at the address above.

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Scan to learn more about the
Exam Fee Reimbursement benefit.



MEMBERSHIP
BENEFITS PROGRAM

10 Airline Drive | Suite 101 | Albany, NY 12205 | pefmbp.com
(518) 785-1900 | (800) 342-4306, ext. 243



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