Tuition Reimbursement: The Final Countdown

Important Program Updates - March 5, 2025 →

Quick Review

This program has been brought to you by a grant received from the Ohio Department of Health utilizing workforce development funds from CDC.

Our mission is simple and impactful:

To support Local Health Department employees “skill up” for their current and future positions.

What is eligible for reimbursement?

Coursework relevant to public health - graduate, undergraduate, or post graduate degrees

Certification - courses and exams leading to professional certification for work in public health

Special coursework to add depth or additional training to build on an employee's job skills

AOHC reimburses for tuition, required fees, course fees, required books/course materials, and certification exam fees

Timeline for courses

Must be completed on or after

December 1, 2022

and by or before

June 30, 2025

Application Deadline:

June 10

or UNTIL FUNDS ARE DEPLETED, whichever comes first

March 2025

Time to apply the brakes.

SEPTEMBER 5, 2016

Starting March 1, 2025

Submitted applications will be provisionally approved.

When we are sure funds are available, you will receive an official letter of approval.

Current “buckets” of applications:

Approved

As of February 28

Complete - Waiting for Grades

Courses in progress now

Funds set aside

Incomplete Applications

Submitted, missing documents

Incomplete Applications

Follow-up Needed

If you submitted an application before the end of February, you should have heard from or gotten some kind of feedback from me.

If not, please check your spam mail and/or reach out to me.

Applications are time and date stamped

When submitted
<u>OR</u>
when complete

First come, first served

New three “buckets” of applications:

Provisionally Approved

Everything complete

Complete - Waiting for Grades

Courses in progress now

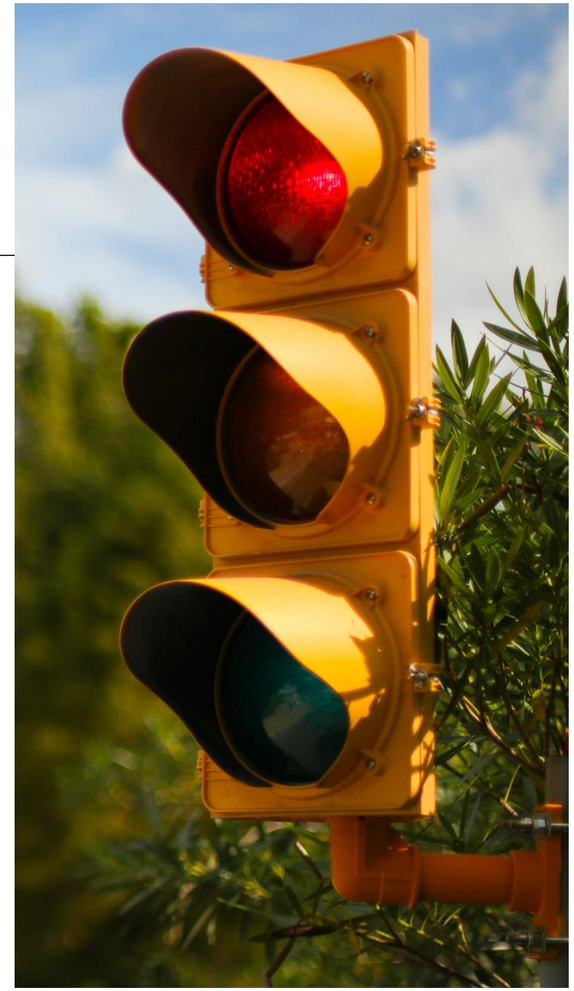
In line for funds

Incomplete Applications

Submitted, missing documents

JUNE 10, 2025*

or when funds are depleted, whichever comes first



The program will come to a complete and final stop.

***** *For those who love hard deadlines, that means 11:59 PM. That also means your application will be the last one in line.*

Give Yourself Time

The earlier you submit your application, the better the chance of getting it complete..

Approximately **40%** of applications are missing something when submitted.

- When you submit your application, it is reviewed within 2-3+ weeks. *You need to keep this in mind when submitting your application.*
- If you are missing something, I will reach out to ask for additional documentation *as time allows*. However, **no documents will be accepted after June 10.**
- Please submit your application as soon as possible.
- Courses must be completed or in progress when you submit your application.

After June 10, if your application is INCOMPLETE, it will be reviewed based on the documentation submitted.

A Complete Application

These are the key pieces in a complete application.

ALL PAGES & LEGIBLE COPIES

Sometimes pages don’t scan correctly. Check that all pages are included and legible.

COMPLETE APPLICATION FORM

An application form including all coursework & semesters being claimed for reimbursement.

REQUIRED SIGNATURES.

The applicant and Health Commissioner.

BILLS & RECEIPTS

Copies of ITEMIZED bills and receipts for all semesters & courses or requirements for a certification exam. Other financial info if relevant, e.g. LHD reimbursement.

GRADES OR EXAM RESULTS

Grades for all courses being requested for reimbursement, or documentation that you have successfully passed a certification exam including the date. ***Transcripts must include your name.***

IF INCLUDING TEXTBOOKS:

Must have the RECEIPT (not an order) for the books or materials and documentation that the books or materials were required for the course(s) requested for reimbursement, e.g. a course syllabus.

If your work is still in progress

You can submit an application before you have your grades.

Applications must be **COMPLETE EXCEPT for GRADES** to be “date stamped”

You will have until **July 5*** to submit **grades only,** no other documents will be accepted after June 10.

**Please don’t wait - sooner is always better*

You Got This!

You’ve already done the hard work in your classes or preparing for an exam.

Don’t let the paperwork stop you from getting your reimbursement.

Thank you for working in local public health!

I look forward to working with you as we wrap up this amazing program.

Questions?

Kathy Luhn

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AOHC Website

Policies and Procedures
Application Form
Survey Monkey link to submit your application