Open Competitive and Promotional Exam Fee Reimbursement Application

In order to qualify for reimbursement of your Open Competitive and Promotional Exam fee, you must:

1. Be a PS&T unit member at the time you took the exam AND at the time application is received by PEF MBP.
2. Provide a copy of your exam score or a copy of the exam list to verify a passing mark was received. Please note: if you did not receive a passing mark, you will not be reimbursed.
3. Provide proof of payment through a copy of the cancelled check or a copy of receipt from New York State. If you do not have a receipt, log on to https://www.cs.ny.gov for a receipt confirmation.
4. Applications for reimbursement must be submitted within 60 days of your receipt of the exam mark/grade notification from Civil Service.

Complete the information listed below and DO NOT STAPLE applications.

| Applicant Name: ________________________________ | PEF ID: __________________________ |
| Street Address: _______________________________ | City: _______________________________ | State: _______ | Zip: __________ |
| Telephone No: (_____) _____________________ | Email Address: ____________________________ |

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<th>Exam Number:</th>
<th>Exam Title:</th>
<th>Exam Date:</th>
<th>Exam Fee:</th>
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Total Reimbursement Requested $______________

Return completed Application to:
PEF Membership Benefits Program
Civil Service Exam Fee Reimbursement
10 Airline Drive
Suite 101
Albany, NY 12205

I have enclosed: ☐ a copy of the exam mark notification (test scores)

AND

☐ a copy of a cancelled check or receipt from NYS civil service

PLEASE ALLOW SIX TO EIGHT WEEKS FOR PROCESSING.
For questions, please call (800) 342-4306, ext. 243

*Exam must have been taken after June 1, 2010.

Office Use Only

Date Received: ____________________
Date Processed: ____________________

Revised 11/2018