

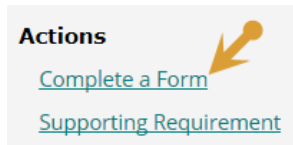
How to Submit for Reimbursement

If you are not employed with a long-term care facility at the time you are accepted into a nurse aide training and competency evaluation program, but become employed or receive an offer of employment within 12 months of completing the program, you will be reimbursed by the long-term care facility that employs you.

Reimbursement will be made on a prorated basis. You will be reimbursed for half the costs of training and testing after you have worked at the long-term care facility for 130 hours. You will then be reimbursed for the remaining half of the training and testing costs after you have worked an additional 130 hours. Your employer will need you to provide a valid reimbursement letter in order to reimburse you. You will receive the letter after you complete the information below and click "Submit Form".

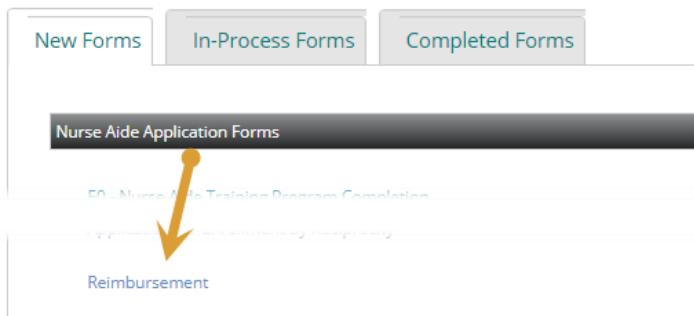
Steps:

1. Log into your Credential Management account: <https://i7lp.integral7.com/durango/do/login?ownername=pana>
2. On the left side of the screen, you'll see a menu bar - scroll down to "Actions", then "Complete a Form"

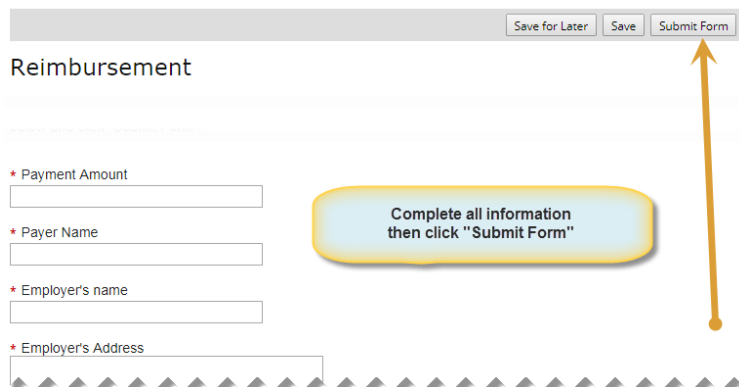


3. Under Nurse Aide Application Forms, you'll see a Reimbursement form.

Select "Reimbursement"



4. The form opens. Complete all information and click "Submit Form"



A screenshot of a web form titled "Reimbursement". At the top right, there are three buttons: "Save for Later", "Save", and "Submit Form". Below the buttons, there are four input fields, each with a red asterisk indicating a required field: "Payment Amount", "Payer Name", "Employer's name", and "Employer's Address". A yellow callout box with a blue border contains the text "Complete all information then click 'Submit Form'". A yellow arrow points from the callout box towards the "Submit Form" button.

5. Within 48 hours of submitting the form, the letter will be printed and mailed to the address you have on file in Credential Management.

6. If you need to access this in the future, select "Printable Documents"

