

Tuition Assistance Policy

of the Boone County Regional Sewer District

Purpose

The purpose of this Tuition Assistance Policy (the “Policy”) is to support employee professional development and strengthen the capabilities of the Boone County Regional Sewer District (the “District”) by funding education and training that directly benefits organizational operations, mission, and workforce needs, consistent with the District’s Personnel Policy.

This Policy establishes a process under which the District may directly pay approved educational expenses on behalf of eligible employees. The District shall administer this Policy in accordance with the District’s non-discrimination and equal employment opportunity policies and applicable law.

Policy Statement

The District may provide tuition assistance by paying approved educational expenses directly to educational institutions or training providers on behalf of eligible employees. Approval of tuition assistance is discretionary and subject to the determination of the Executive Director that the coursework provides a sufficient benefit to the District.

Tuition assistance under this Policy is not an employee entitlement and may be modified or discontinued by the District at any time. This Policy shall not, and should not be construed or interpreted to, alter the at-will status of an employee’s employment with the District.

Eligibility Requirements

To be eligible for tuition assistance, the employee must:

1. Be a full-time employee in good standing (not currently subject to disciplinary action).
2. Have completed at least six (6) months of continuous employment with the District, unless waived by the Executive Director.
3. Obtain written pre-approval from the Executive Director prior to enrollment in the course, certification, degree, or training program for which the employee requests tuition assistance.
4. Execute a Tuition Assistance Agreement acknowledging repayment obligations, including a commitment to remain employed with the District for at least twelve (12) months following the completion of all coursework for which they received tuition assistance.

Administration and Authority

The Executive Director is responsible for administering this Policy, including, but not limited to:

- Determining sufficiency of organizational benefit of any course, certification, degree, or training program;
- Approving or denying requests for tuition assistance;
- Setting course-specific limits;
- Authorizing payments; and
- Approving exceptions or waivers.

The Executive Director has sole discretion to determine whether a course, certification, degree program, or training opportunity provides a sufficient benefit to the District to justify tuition assistance; whether to grant or deny an employee's tuition assistance request; and whether limitations of the scope of approval of specific courses, semesters, and/or dollar amounts will apply. The Board of Trustees retains discretion to amend or terminate this Policy, with or without notice, at any time, and/or limit funds available for assistance under the Policy.

In determining whether to grant an employee's tuition assistance request, the Executive Director may consider:

- Relevance to the employee's current position;
- Value to the District's operations or mission;
- Workforce development needs and succession planning;
- Budget availability;
- Organizational priorities and staffing needs; and
- Whether the training enhances skills transferable within the District.

Class attendance and/or related coursework may not be performed during the employee's scheduled working hours and employee absences due to class attendance and/or performance of coursework must be consistent with applicable BCRSD leave policies, unless the District has required or directed the employee's attendance in which case such time will be treated consistent with applicable wage and hour laws and policies. All the Executive Director's decisions under this Policy shall be final unless otherwise directed by the Board of Trustees.

Records created or received by the District for administration of this Policy, including, but not limited to, Tuition Assistance Request Forms, Tuition Assistance Agreements, approvals, invoices, and completion documentation, will be retained in accordance with the District's records retention policies and the Missouri Sunshine Law. Requests for public records will be processed pursuant to the Missouri Sunshine Law.

Amounts paid by the District under this Agreement may be subject to federal, state, and local tax withholding and reporting, as applicable under then-current law. The District will administer tax treatment through its payroll processes consistent with applicable law. The Employee is responsible for any individual tax consequences and should consult a tax advisor.

Eligible Expenses

The following expenses are eligible for tuition assistance from the District:

- Tuition charges;
- Mandatory course or registration fees; and
- Required textbooks or instructional materials.

The following expenses are not eligible for tuition assistance from the District:

- Late fees or penalties not the fault of the District;
- Optional supplies or personal equipment;
- Transportation, lodging, or meal costs; and
- Non-instructional institutional charges.

Approval and Payment Process

1. When practicable, the employee must be accepted for admission to or enrollment in the education institution offering the course, certification, degree program, or training program prior to submission of the Tuition Assistance Request Form.
2. The employee must submit a Tuition Assistance Request Form prior to enrollment in the course, certification, degree program, or training program for which the employee is requesting tuition assistance.
3. In the Request Form, the employee must provide the following:
 - A description of the course, certification, degree program, or training program ;
 - An itemized list of expenses from the educational institution; and
 - An explanation of how the coursework benefits the District.
4. The employee's request for tuition assistance shall be deemed approved only upon the Executive Director signing the Request Form and the Parties executing a Tuition Assistance Agreement.
5. If approved, the District will issue payment directly to the educational institution or approved vendor.
6. The District has no obligation to pay for any unapproved coursework or expenses. No payments will be made for unapproved coursework or retroactive requests unless specifically authorized by the Executive Director.

An employee may request written reconsideration of a denial or partial approval of a Tuition Assistance Request from the Executive Director within ten (10) business days of notice. The Executive Director or their designee will issue a written decision within ten (10) business days, which written decision is final.

Academic Performance Requirements

To remain eligible for tuition assistance and to avoid repayment obligations, the employee must meet the following requirements:

1. Earn a final **grade of 'B'** (or the numerical equivalent of 3.0 on a 4.0 scale) or higher in each approved course offered with such a grade scale, or a passing grade in any approved course offered with a pass/fail scale.
2. Successfully complete all approved coursework.
3. Provide official transcripts, grade reports, and/or certification evidencing successful completion of the course, certification, degree program, or training program within 30 days after course completion.

Tuition Assistance Agreement

Because the District will pay tuition costs in advance, employees receiving tuition assistance must execute a Tuition Assistance Agreement acknowledging repayment obligations, including committing to remain employed with the District for at least twelve (12) months following the completion of all course, certification, degree program, or training program coursework for which they received tuition assistance.

The employee may be required to repay the District for tuition assistance upon the employee's:

- Failure to complete the course or withdrawal from the course without approval of the Executive Director: 100% repayment of all costs paid by the District for that course.
- Receipt of final grade lower than B (or numerical equivalent of 3.0 on a 4.0 scale, or receipt of failing grade in any approved course offered with a pass/fail scale: 100% repayment of all costs paid by the District for that course.
- Voluntary resignation (including retirement) or termination for cause less than 12 months after course completion:
 - Less than 6 months: 100% repayment
 - 6–12 months: 50% repayment
 - After 12 months: no repayment obligation

The Executive Director may waive repayment requirements in extenuating circumstances. An employee may request written reconsideration of a repayment determination from the Executive Director within ten (10) business days of notice. The Executive Director or their designee will issue a written decision within ten (10) business days, which written decision is final.

Tuition Assistance Limitations

Tuition assistance is subject to annual budget availability and may be capped per employee or per fiscal year as determined by the District. All approvals and payments under this Policy are expressly contingent on availability of appropriated funds at the time the obligations would be incurred or paid. The District may reduce, defer or cancel approvals if funds are unavailable. The Board of Trustees may amend, suspend or terminate this Policy at any time, including instituting or modifying annual or per-employee caps based on appropriations.

Tuition assistance is approved on a case-by-case basis, and approval of one course, certification, degree program, or training program does not guarantee approval of similar or additional

courses, certifications, degree programs, or training programs in the future. Completion of any course, certification, degree program, or training program for which the District provides tuition assistance does not guarantee continued employment, promotion, or an increase in salary..

Effective Date

This policy shall become effective upon approval by the Board of Trustees and shall remain in effect until amended or repealed.

Acknowledgment of Receipt and Review of Tuition Assistance Policy

I, _____ (employee name), acknowledge that on _____ (date), I received a copy of Boone County Regional Sewer District's (the "District") Tuition Assistance Policy effective _____, 2026 (the "Policy") and that I read it, understood it, and agree to comply with it. I understand that the District has the maximum discretion permitted by law to interpret, administer, change, modify, amend, add to or delete any, all or a portion of the Policy at any time with or without notice to me. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify the Policy. I also understand that any delay or failure by the District to enforce any work policy or rule, whether or not contained in the Policy, will not constitute a waiver of its right to do so in the future. I understand that neither the contents of the Policy or related documents nor any other communication by a management representative or any other employee of the District, whether oral or written, is intended in any way to create a contract of employment. I understand that **I am employed at will and understand that the contents of the Policy do not modify my at-will employment status.**

Signature

Printed Name

Date

TUITION ASSISTANCE AGREEMENT

This Tuition Assistance Agreement (“Agreement”) is entered into as of _____, (the “Effective Date”), by and between the Boone County Regional Sewer District, a common sewer district organized and operated under the provisions of Chapter 204 RSMo., (the “District”) and the undersigned District employee, an individual resident of Missouri (the “Employee”). The District and the Employee may sometimes be referred to herein individually as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, the District has adopted its Tuition Assistance Policy (the “Policy”), effective _____, 2026, to support its employees’ professional development and strengthen the capabilities of the District by funding education and training that directly benefits organizational operations, mission, and workforce needs;

WHEREAS, the Employee has received, reviewed, and acknowledged receipt of the Policy;

WHEREAS, the Employee desires to participate in the tuition assistance program established by the Policy;

WHEREAS, the District has approved the Employee’s request for tuition assistance for certain tuition and fees specified in the approved Tuition Assistance Request Form;

WHEREAS, the District and the Employee desire to enter into an agreement for the Employee’s repayment of tuition assistance provided by the District in certain circumstances;

NOW, THEREFORE, for and in consideration of the mutual premises herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

AGREEMENT

1. Funding to be Provided.

- a. The District agrees to provide certain tuition assistance to the Employee by directly paying educational expenses on behalf of the Employee for courses, programs, and expenses that have been pre-approved, in writing, by the Executive Director of the District (“Executive Director”). In consideration of the tuition assistance provided, the Employee agrees to remain employed with the District for a minimum of twelve (12) months following completion of each approved course or program.
- b. The tuition assistance may apply to the following educational expenses, if pre-approved: (i) tuition charges, (ii) mandatory course or registration fees, and (iii) required textbooks and instructional materials (the “Expenses”).

- c. The following expenses are not eligible for the District's tuition assistance: (i) late fees or penalties (not the fault of the District); (ii) optional supplies and personal equipment; (iii) transportation, lodging, or meal costs; and (iv) student recreation fees and other non-instructional institutional fees.
- d. The Employee further agrees to repay Expenses paid by the District as described in this Agreement.
- e. Notwithstanding any other provision herein, all District approvals and payments under this Agreement and/or the Policy are expressly subject to the availability of budgeted funds and appropriation by the District. The District may modify, defer or cancel unpaid amounts if funds are unavailable.

2. Approval and Payment Process.

- a. All courses, programs, and related Expenses must be pre-approved in writing by the Executive Director in order to be eligible for tuition assistance from the District. The District retains absolute discretion over the approval of any such courses, programs, and Expenses. The Employee acknowledges that tuition assistance is valid only for courses, programs, and Expenses that have been pre-approved in writing by the Executive Director.
- b. The Employee must submit a Tuition Assistance Request on the District-provided form prior to enrollment in the course, certification, degree program, or training program for which Expenses are to be incurred. The Tuition Assistance Request must include: (i) a course/program description; (ii) documentation from the educational institution providing an itemized list of all tuition and fees; and (iii) an explanation of the coursework benefits for the District. The Employee must submit the Tuition Assistance Request at least 15 days before the first to occur of (i) the deadline for payment of Expenses to be paid set by the educational institution; or (ii) the date the course, certification, degree program, or training program is scheduled to begin.
- c. The Tuition Assistance Request shall be deemed approved only upon the Executive Director's signature on the Tuition Assistance Request indicating approval and the Parties' execution of this Agreement. If approved, the District will issue payment for the Expenses directly to the educational institution or approved vendor on or before the date the Expenses become due.
- d. The Employee and the District must execute this Agreement prior to the Employee's enrollment in the course, certification, degree program, or training program for which the District is to pay Expenses pursuant to the Agreement. No payments will be made for costs or expenses related to unapproved coursework or retroactive requests unless specifically authorized by the Executive Director. The District has no obligation to pay for any unapproved coursework or expenses.

3. Eligibility. The Employee must meet the following requirements to be eligible for tuition assistance:

- Be a full-time employee in good standing (not currently subject to disciplinary action).
- Have completed at least six (6) months of continuous employment, unless waived by the Executive Director.

4. Repayment Obligation. The Employee agrees to repay the District for Expenses paid by the District on the Employee's behalf ("Repayment Obligation") upon the occurrence of any of the following events (each a "Repayment Event"):

- a. Failure to complete the course for any reason. The Employee must complete all approved courses for which the District paid Expenses. If the Employee withdraws from an approved course without prior written approval or otherwise fails to complete the course for any reason, the Employee must repay 100% of the Expenses paid by the District for that course.
- b. Minimum Grade Requirement Not Met. The Employee must receive a minimum final grade of a 'B' or better (or the numerical equivalent of 3.0 on a 4.0 scale) when such a grade scale is provided by the educational institution providing the course, or must receive a satisfactory passing grade for courses in which such a grade scale is not provided. If the Employee receives a final grade lower than described in the immediately preceding sentence, the Employee must repay 100% of the Expenses paid by the District for the course. The Employee must provide an official transcript or grade report from the institution within 30 days after course completion.
- c. Early Separation from Employment. The Employee must remain employed by the District for at least twelve (12) months after completing any courses for which the District paid Expenses. If the Employee voluntarily resigns or is terminated for cause by the District after the District has paid Expenses, the Employee must pay to the District an amount equivalent to the Expenses according to the following prorated schedule:
 - i. If the Employee voluntarily resigns or is terminated for cause by the District before course completion, the Employee agrees to pay to the District one hundred percent (100%) of the Expenses paid by the District for any unfinished courses.
 - ii. If the Employee voluntarily resigns or is terminated for cause by the District six (6) months or less after course completion, the Employee agrees to pay to the District (A) one hundred percent (100%) of the Expenses paid by the District for (i) any courses completed within the six (6) months immediately preceding the date of Employee's separation from employment with the District and (ii) any unfinished courses.

- iii. If the Employee voluntarily resigns or is terminated for cause by the District more than six (6) months but less than twelve (12) months after course completion, the Employee agrees to pay to the District (A) fifty percent (50%) of the Expenses paid by the District for any courses completed more than six (6) months but less than twelve (12) months immediately preceding the date of Employee's separation from employment with the District, and (B) one hundred percent (100%) of the Expenses paid by the District for (i) any courses completed within the six (6) months immediately preceding the date of Employee's separation from employment with the District and (ii) any unfinished courses.
- iv. If the Employee voluntarily resigns or is terminated for cause by the District more than twelve (12) months after course completion, the Employee is not required to pay Expenses paid by the District for any courses completed at least twelve (12) months prior to the date of Employee's separation from employment with the District, but the Employee remains responsible for the costs for any course completed less than twelve (12) months prior to the date of Employee's separation from employment with the District.

For purposes of this section, "voluntarily resigns" shall include retirement, as defined by the District's Personnel Policy, Section 2.14. For purposes of this section, "for cause" shall mean any termination due to recklessness, willful misconduct, gross negligence, and any knowing or intentional violations of the laws of this State or federal laws, or an intentional and material breach of this Agreement or the District's Personnel Policy. Any layoffs, as defined by the District's Personnel Policy, Section 2.14, shall not be included in the meaning of "for cause" for the purposes of this section. The course completion date shall be the date the course grade becomes final.

5. Repayment. The Employee agrees to remit the full amount of any Repayment Obligation owed to the District pursuant to this Agreement within thirty (30) days after the District provides written notice that a Repayment Event has occurred and payment is due. The Parties acknowledge and agree that the total amount of the Expenses subject to the Repayment Obligation shall be all of the costs and expenses paid by the District to the educational or other institution providing the course, certification, degree program, or training program to the Employee. The Employee's Repayment Obligation shall apply to all Expenses paid by the District on the Employee's behalf, and shall be calculated as provided in Section 4 of this Agreement. In no event shall the Employee be required to pay to the District more than the amount of Expenses the District paid on the Employee's behalf. The Employee may request written reconsideration of a repayment determination from the Executive Director within ten (10) business days of notice. The Executive Director shall issue a written decision within ten (10) business days, which written decision shall be final.

6. Repayment Obligation Forgiveness and Waiver. Upon the District's determination that Employee has (i) successfully completed the course with at least the required minimum grade and (ii) remained employed with the District for twelve (12) months following

completion of the course, the District shall forgive the Employee's Repayment Obligation and the Employee shall not be liable for repayment of any Expenses previously paid by the District. The District retains discretion to waive the Employee's Repayment Obligations due to extenuating circumstances. The Employee may submit a written waiver request within 10 calendar days of the Repayment Event setting forth extenuating circumstances. The District shall issue a written decision approving or denying the waiver request, which decision shall be final.

7. Payroll Deduction Authorization. In the event the Employee fails to remit its Repayment Obligation in full within thirty (30) days of the notice from the District described in Section 5 of this Agreement, the Employee hereby authorizes, to the fullest extent permitted by law, the District to deduct any Repayment Obligation amounts owed to the District under this Agreement from the Employee's paycheck(s) and/or any other amounts owed to the Employee by the District until the Repayment Obligation is satisfied in full.

8. Employment Disclaimer. Neither this Agreement nor any provision herein creates an entitlement to tuition assistance. The Parties acknowledge that the Policy may be amended, suspended or terminated by the District at any time. Nothing herein is intended to establish, nor shall it be construed as establishing, a guarantee of continued employment and/or a contract for employment for a definite period, and nothing herein alters, or shall be construed to alter, the Employee's at-will employment status with the District. This Agreement is not intended to alter, nor shall it be construed as altering, any other employment relationships, which shall continue to be governed by applicable public employment statutes, policies, or collective bargaining agreements.

9. Term and Termination. This Agreement shall commence on the Effective Date above and shall continue until terminated as provided herein (the "Term"). This Agreement shall terminate upon the earliest of: (a) the forgiveness of the Employee's Repayment Obligation pursuant to Section 6 of this Agreement, or (b) the Employee pays in full any Repayment Obligation owed to the District in accordance with Section 5 of this Agreement.

10. Miscellaneous

- a. **Tax Treatment.** Amounts paid by the District under this Agreement may be subject to federal, state, and local tax withholding and reporting, as applicable under then-current law. The District will administer tax treatment through its payroll processes consistent with applicable law. The Employee is responsible for any individual tax consequences and should consult a tax advisor.
- b. **Governing Law.** This Agreement shall be construed and governed by the laws of the State of Missouri, without giving effect to the principles of conflict of laws thereof. Each Party hereby irrevocably submits to the exclusive jurisdiction of and venue in the County of Boone, Missouri, and/or any United States of America court with jurisdiction in the County of Boone, Missouri, with respect to any suit, action, or proceeding arising out of or relating to this Agreement.

- c. **Equal Employment Opportunity Policy.** Application of the Policy, including repayment, forgiveness, and waiver determinations made pursuant to this Agreement, will be administered in a manner consistent with the District's nondiscrimination and equal employment opportunity policies and applicable law.
- d. **Governmental Immunity.** Nothing herein shall be construed as a waiver of any sovereign or other governmental immunity of the District, its officials nor any of its employees in the course of their official duties, which governmental immunity is expressly reserved by the District.
- e. **Entire Agreement.** The Parties acknowledge that this Agreement constitutes the entire agreement between them, superseding all prior written and oral agreements or representations, and that there are no other understandings or agreements, written or oral, between them on the subject. The Parties have not relied on any representations, promises or agreements of any kind made to them in connection with this Agreement, except for those set forth in this Agreement.
- f. **Assignment and Transfer.** The District may assign or transfer this Agreement and any or all of the rights and/or obligations hereunder to its successor(s) or any third parties, subject to applicable Missouri law, at any time. The Parties agree that the tuition assistance provided pursuant to this Agreement is available only to the Employee, and the Employee may not assign or transfer this Agreement, the Employee's rights or obligations under this Agreement, or any funds the Employee receives pursuant to this Agreement to another party without the District's advance written approval.
- g. **Amendments.** This Agreement may be amended, modified, altered or changed only by a written agreement signed by both Parties.
- h. **Remedies.** No provision of this Agreement shall be construed as a limitation of District's remedies for the Employee's breach of this Agreement or failure to fulfill its Repayment Obligations, and the District expressly reserves all remedies available to it by law or in equity.
- i. **Notices.** Notices under this Agreement must be in writing and are deemed given when delivered personally, sent by District email to the Employee's District email address, or mailed by first-class U.S. mail to the Employee's last address on file with the District.
- j. **No Waiver.** It is understood and agreed that no failure or delay by a Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder. No waiver of any breach of any agreement or provision contained herein shall be deemed a waiver of any preceding or succeeding breach of any other agreement or provision herein contained. No extension of time for the

performance of any obligation or act shall be deemed an extension of time for the performance of any other obligation or act.

- k. **Authorization.** The undersigned hereby represents and warrants that the individual executing this Agreement on behalf of the indicated Party has authority to execute the same.
- l. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

11. Acknowledgment and Acceptance

By signing below, the Employee acknowledges that:

- They have read and understand this Agreement and the Tuition Assistance Policy;
- They understand that participation is voluntary and voluntarily choose to participate;
- They understand that they will not receive any tuition assistance until this Agreement is fully executed;
- They agree to comply with all terms and repayment obligations that may arise under this Agreement and/or the Policy; and
- They understand that failure to comply may result in their financial liability to the District.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Tuition Assistance Agreement as of the day and year first above written.

DISTRICT:

**Boone County Regional Sewer
District**

EMPLOYEE:

Name: _____

By: _____
Title: Executive Director

TUITION ASSISTANCE REQUEST FORM

INSTRUCTIONS: This Tuition Assistance Request form must be submitted to Executive Director at least 15 days before the first to occur of (i) the deadline for payment of Expenses to be paid set by the educational institution; or (ii) the published start date of the course, certification, degree program, or training program. Late requests may be considered for good cause in the sole discretion of the Executive Director.

Pursuant to the Tuition Assistance Policy of the Boone County Regional Sewer District (the "District"), _____ (the "Employee") hereby submits the following request for tuition assistance.

Employee Information:

Employee Name: _____

Job Title: _____

Department: _____

Course / Program Information:

Institution: _____

Course(s)/Program(s) Name: _____

Start Date: _____

End Date: _____

Total Assistance requested for Course/Program: \$ _____

Employee accepted to Course/Program (Yes/No): _____

Description of Program/Course(s):

Description of District Benefit. Please briefly describe how the program/course(s) will contribute to your work/role for the District, expand the District's capacities, and meet its workforce needs below.

The Employee must provide detailed documentation of all tuition and fees associated with the Course/Program from the educational institution offering the course, certification, degree program, or training program for which tuition assistance is requested, along with instructions for the District's payment of tuition and fees in the event of District approval. Only the tuition and fees submitted with this form will be considered for approval of payment by the District. Additional documents, including, but not limited to, a W-9 from the educational institution and a FERPA waiver by the employee, will be required upon request from the District.

Acknowledgment and Acceptance

By submitting this request and signing below, the Employee acknowledges that:

- The information herein is true and accurate to the best of the Employee's knowledge;
- They have read and understand the Tuition Assistance Agreement and the Tuition Assistance Policy;
- They are eligible for tuition assistance pursuant to the Tuition Assistance Policy;
- They understand that participation is voluntary, is not a term or condition of employment, and does not guarantee continued employment, promotion, or salary increase;
- They understand that they must execute the Tuition Assistance Agreement before any tuition assistance will be provided;
- They agree to comply with all terms and repayment obligations that may arise under the Tuition Assistance Policy and/or Tuition Assistance Agreement; and
- They understand that failure to comply may result in their financial liability to the District

Signature: _____

Name: _____

Title: _____

Date: _____

[Remainder of page intentionally left blank.]

THIS PAGE IS FOR DISTRICT USE ONLY

Approval:

On behalf of the District, this request is hereby:

- ☐ Approved.
- ☐ Denied.
- ☐ Approved in part (if approved in part, attach description of tuition assistance approved).
- ☐ Approved, including compensation for time of attendance (applicable only to District-required training or course).

Signature: _____

Name: _____

Title: _____

Date: _____

Post-approval Requirements:

The District has confirmed the following, with relevant documentation attached:

- ☐ Course completed.
- ☐ Grade requirement met; grade received: ____.
- ☐ 12 months continued employment after course completion as of _____.

Signature: _____

Name: _____

Title: _____

Date: _____