State Open Competitive Exam Fee Reimbursement Application

To qualify for reimbursement of your Open Competitive 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.
2) Provide a copy of the exam mark notification to verify attendance. (A passing mark is not necessary) If it is not a written exam, provide a copy of the Civil Service letter stating that you have been added to the database. **ONLY State Open Competitive Exams will be reimbursed.** Please note that disapproved applications or exams **not** taken 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. Payment must have been incurred after June 1, 2000.

Please complete the information listed below.

Applicant's Name:_____PEF ID or SS No:_____

Street Address:_____City:_____State:_____Zip:_____

Telephone No.:_____ _____ Email Address: _____

Exam Number:	Exam Title:	Exam Date:	Exam Fee:
1._____-_____	_____	_____	_____
2._____-_____	_____	_____	_____
3._____-_____	_____	_____	_____
4._____-_____	_____	_____	_____
5._____-_____	_____	_____	_____

Total Reimbursement Requested $_____

Return completed Application to:

NYS Public Employees Federation
Civil Service Exam Fee Reimbursement
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414

I have enclosed: ____ a copy of the exam mark notification or Civil Service letter for **each exam**

AND

_____ a copy of cancelled check or receipt for **each exam**

Please allow 30 days for processing.

Office Use Only:
Date Received

Date
Processed: _____