

Instructions for filling out forms for the

GA EPD Operator Certification Reimbursement Program

Form OCR-F1, Course Verification form:

- Complete all form blanks
- Get Trainer to **SIGN FORM** before leaving training facility
(signature is required for reimbursement!)

Form OCR-F2, Request for Reimbursement form:

- Complete all form blanks
- Ensure that all backing documents have been gathered
- Submit with backing documents

Form OCR-F3, Operator Per Diem / Mileage Report:

- Complete personal information
- Unsalaries Operators complete information for lodging and meals
Provide all receipts for lodging and meals
- Unsalaries and Salaries Operators complete mileage information
SIGN and **DATE** form verifying truth in expense claims
(Do not write in the Accounting Use Only area)

Form OCR-F4, Operator Course/Exam/Post Certification Expense Report:

- Complete personal information
- Complete Applicable information on any expenses incurred pertaining to:
 - Certification Courses (Class IV or Class III only)
 - Board Approved Conferences or Continuing Education
 - Examination or Re-examination Fees
 - Post Certification expenses
 - Other Fees (subject to approval by GA EPD)
- SIGN** and **DATE** form verifying truth in expense claims
(Do not write in the Accounting Use Only area)

Form OCR-L3, Peer Reference Letter:

- Unsalaries Operators Only
- Complete all form blanks
- Obtain **SIGNATURE** from **SYSTEM DIRECTOR** to verify your status as an unsalaries operator

Form OCR-L4, Experience Verification Letter:

- Salaries Operators Only
- Complete all form blanks
- Obtain **SIGNATURE** from **SYSTEM DIRECTOR** to verify your status as an experienced salaries operator

Submit the following documents to GA EPD for reimbursement:

- Operator Request for Reimbursement form
- Course Verification form signed by Trainer
- System Director Reference letter - unsalaries operators
- Experience Verification letter - salaries operators
- Operator Per Diem/Mileage Reports
- Operator Course/Exam/Expense Report
- Copy of current license
- All applicable receipts to support expense claims