



EDUCATIONAL/LICENSE APPROVAL & REQUEST FORM

Complete this form and submit to your supervisor for **prior approval** of a CE or Designation class you are interested in taking, or for license test or renewal. The company will pay for license renewal only in the state in which the employee resides or works in. All other renewals are not reimbursable. SterlingRisk will reimburse for the licensing test, one time only. Any questions please speak to your Manager or Human Resources Representative.

Employee Information			
Employee Name		Date of Request	
Department		Manager's Name	

Course Information			
<input type="checkbox"/> Continuing Education		<input type="checkbox"/> Designation Class	
School/University/Institute			
Name of Class			
Course Start Date		Course End Date	
Course Cost	\$	Book Cost	\$
<input type="checkbox"/> Course Description Attached (required)			
License Renewal			
Residential State		Renewal Cost	\$
<input type="checkbox"/> Proof of Payment Attached (required)			

Please Note: Sterling will NOT reimburse Late Fees on License Renewals

Employee Acknowledgement			
I, _____, understand that upon approval, SterlingRisk will reimburse 100% should I successfully pass the pre-approved class. <div style="text-align: center; margin-top: -10px;">PRINT NAME</div>			
Employees Signature		Date	

Course Approval		
Manager's Signature		Date
Human Resources Signature		Date

Course Completion Certification		
Approved for Reimbursement	Signature:	Date: