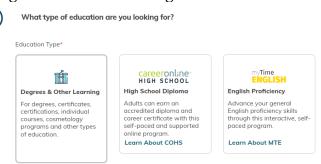
Obtain the course information (start and end dates, sessions/hours, costs, and proposal). Submit an application for the ELC Learning & Education Assistance Program on the EdAssist site (<a href="https://elc.edassist.com/">https://elc.edassist.com/</a>).

## Select Degree & Other Learning

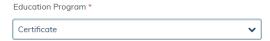


## • Select Certificate from the drop-down menu

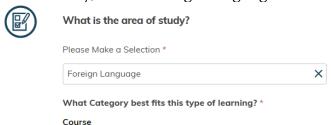


What type of learning is this application for?

- If you are pursuing a certification or designation from a professional organization, select Certification.
- If you are pursuing a certificate from a college or university, select Certificate.
- If you are pursuing a cosmetology or vocational program, select Certificate or Diploma.



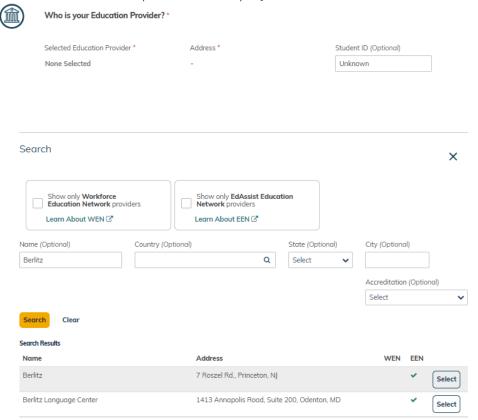
## • For Area of Study, select Foreign Language



## • For Employer Program, select Certificate Reimbursement Program



- For Education Provider, click the Search for a Provider button.
  - Type Berlitz. You will see a list of Berlitz schools.
  - Select the first one, in Princeton, NJ.



- Continue to fill out the required information.
- Once your application is complete, EdAssist will email an approval.
- To be reimbursed you must remain continuously an eligible employee for the duration of the course/program. Within 60 days of completing the certificate program, upload to the application:
  - Certificate of Successful Completion with course start and end dates.
  - Final Progress Report
  - Itemized statement listing fees charged and amounts paid.

    (An itemized invoice and a separate receipt(s) may also be accepted.)
- EdAssist will review the supporting documentation and approve if complete. Reimbursement will be paid via ELC payroll within two pay periods. If deemed taxable, taxes will be withheld.