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 (https://elc.edassist.com/).

・ Select Degree & Other Learning

What type of education are you looking for?

Education Type*

Degrees & Other Learning

For degrees, certificates, certifications, individual courses, cosmetology programs and other types of education.

careeronline HIGH SCHOOL

High School Diploma

Adults can earn an accredited diploma and career certificate with this self-paced and supported online program.

Learn About COHS

myTime ENGLISH

English Proficiency

Advance your general English proficiency skills through this interactive, self-paced program.

Learn About MTE

・ 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.**

Education Program *

Certificate ⌄

・ For Area of Study, select Foreign Language

What is the area of study?

Please Make a Selection *

Foreign Language ✕

What Category best fits this type of learning? *

Course

・ For Employer Program, select Certificate Reimbursement Program

What Employer Program would you like to use?

Please Make a Selection*

◯ Degree Direct Bill Program **(Ineligible)**

◯ MyTime English and Career Online H.S. **(Ineligible)**

◯ Degree Reimbursement Program **(Ineligible)**

◉ Certificate Reimbursement Program

◯ Certification Reimbursement Program **(Ineligible)**

◯ Cosmetology Esthiology Program **(Ineligible)**

◯ Vocational Program **(Ineligible)**

⋆ 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.

Who is your Education Provider? *

Selected Education Provider *	Address *	Student ID (Optional)
None Selected	-	Unknown

Search　✕

Show only **Workforce Education Network** providers ☐	Show only **EdAssist Education Network** providers ☐
Learn About WEN ☑	Learn About EEN ☑

Name (Optional)	Country (Optional)	State (Optional)	City (Optional)
Berlitz	🔍	Select ⌄	

Accreditation (Optional)
Select ⌄

Search　Clear

Search Results

Name	Address	WEN	EEN	
Berlitz	7 Roszel Rd., Princeton, NJ		✓	Select
Berlitz Language Center	1413 Annapolis Road, Suite 200, Odenton, MD		✓	Select

⋆ 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.