

# Bike School Certification Reimbursement Summer 2024

## Summary

The Bike School Certification Reimbursement program is a program available to Bike School Instructors in good standing. It allows for the partial or full reimbursement of course fees incurred by Instructors who are seeking further professional development. This program will be reviewed annually.

There are two parts to the program:

- Core Certifications (PMBIA Instructor Levels)
- Additional Certifications (First Aid 40 hour and 80 hour\* course, Course conductor fees, Coaching Pathways, Children's and Adaptive module)

## Core Certifications

The courses below qualify for a reimbursement upon the full course and exams being successfully passed. Courses will be reimbursed at the same time as your certificate is updated by WB SS Pay as long as all supporting documentation is presented. The specific course and amount applicable will be reviewed annually.

<b>PMBIA Certification</b>	<b>Reimbursement amount</b>
Level 1	Not eligible
TECH Instructor Course	Course cost before tax
AIR Instructor Course	Course cost before tax
Level 4	Course cost before tax
<b>Other Certifications</b>	
80 hour First Aid	Up to \$925*

\*80 hour First aid courses will be reimbursed for coaches working outside the Bike Park. Please contact your supervisor to ensure eligibility before signing up for course. For all other coaches this will be treated as an additional certification (see below).

## Notes:

- Retests and partial tests are not covered. If you complete the certification in stages, we will reimburse you based on the completion amount of one course, one set of exams.
- The amounts listed above are an 'up to, but not to exceed amount'.
- If you receive a scholarship from any other source, please include receipts/documentation when submitting receipts

To apply for your reimbursement:

Send a copy of the following to [wbspay@vailresorts.com](mailto:wbspay@vailresorts.com)

- Proof of completion/passing result (Certificate or Exam marking sheet)
- Receipt of payment for course/exam
- Proof of any scholarship towards the same course/exam
- Your Employee ID number

Certifications need to be submitted prior to noon of the last Thursday of a pay period to be processed within the same pay period.

Your reimbursement will appear both on your schedule and in your pay advice.

### Additional Certifications

There are many other certifications and types of professional development that WB/Vail would like to support (primarily those that will benefit the safety and experience of staff and guests). In the fall, Bike school management will look at all applications for additional courses to determine if there are funds to support additional reimbursements. It is important to note that the amount reimbursed for these courses will vary year to year, not all courses will be reimbursed. Courses may not be refunded to the full course cost.

Additional Certification	Max Reimbursement amount
Children’s Module	\$250
Adaptive Module*	\$250
Teh Module (2 day)	NOT COVERED
Air Module (2 day)	NOT COVERED
Cycling BC Club Coach	\$250
Cycling BC Performance Coach	On application
80 Hour first aid	\$925
40 Hour first aid	\$500

\*Adaptive module must also include completion of inhouse cognitive module

First Aid Reimbursement for <b>RETURN STAFF ONLY</b>	Max Reimbursement amount
Standard First aid course	Course cost before tax
40 hour re cert*	\$90
80 hour recert*	\$90

\* If the recert is done as a first aid recertification course, the standard first aid is then not required. This applies to those who do not qualify for full reimbursement.

### To claim your reimbursement:

As for core courses, send copies of all listed requirements above.

Please note that you are requesting to apply for an Additional Certification Reimbursement.

Additional Certification Reimbursements will be assessed and paid out at the end of June. This includes certification completed in Fall of the previous year.

## Deadlines

To be reimbursed for your certification, it is imperative that you submit all information ONE WEEK before your last scheduled work date. (As noted above, no pay changes will be backdated, but will rather be in effect after all documentation has been received by wbsspay).

If you are taking a certification after you are laid off for the season, you may hold that receipt and apply the following spring by July 1<sup>st</sup>.