

December 19, 2006

ADMINISTRATION BUREAU MEMORANDUM NO. 06-7

SUBJECT: No Tuition Reimbursement for Prior Learning Credits

Colleges or universities may grant credit hours for prior training or experiences, e.g., Post training, military service, lifetime learning.

Policy 625-8, Educational Assistance, defines the following terms:

-Tuition – “Amount paid for instruction” and

-Courses eligible-

- “College-level or correspondence courses taken through an approved, accredited college or university” and
- “Non-credit courses that are job related and pre-approved by the Employee Benefits Unit commander.”

If there is a cost for the credit hour earned from prior training or experience, the department will not reimburse the member for the cost of those credit hours. Credit hours acquired in this manner do not meet the criteria of Policy 625-8, Educational Assistance.

However, those college credit hours gained through professional or personal experience which appear on a transcript are counted, as any other college credit hour, toward the total number of credit hours for the department’s program of college incentive pay. (See Policy 407-2, College Incentive Program.)

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