**MGEC PROFESSIONAL LICENSURE REVIEW COURSE REIMBURSEMENT FORM**

Please complete this form to apply for reimbursement (up to $250) for participation in a review course for those preparing for one of these exams:

* Principles and Practice of Engineering (PE) Exam
* Principles and Practice of Land Surveying (PS) Exam and/or Minnesota Land Surveying (MNLS) Exam

You must be a full MGEC member for at least one year before applying for this reimbursement. Submit this completed form to MGEC@mgec.org and include a RECEIPT showing you paid for the selected review course.

The following personal information will be used to send you a check for your reimbursement and reach out to you with any questions about this request.

|  |  |
| --- | --- |
| Name: |       |
| Mailing Address: |       |
| City: |       |
| State: |       |
| Zip Code: |       |
| Email: |       |
| Phone: |       |
| Agency/office: |       |

Complete the section below based on your selected review course:

|  |  |
| --- | --- |
| What exam do you plan to take: | [ ]  PE Exam [ ]  PS/MNLS Exam |
| If taking PE exam, select discipline: |  |
| Name of review course: |       |
| Course sponsor (who puts on the course): |       |
| Course website: |       |
| Total course cost: | $      |
| Amount of reimbursement you are seeking (max of $250) *REMEMBER TO INCLUDE YOUR RECEIPT*: | $      |

The section below is for MGEC use only:

|  |  |
| --- | --- |
| Application receipt date: |       |
| Full member? | [ ]  Yes [ ]  No |
| When did membership start? |       [ ]  Longer than 1 year? |
| Request approved or denied? | [ ]  Approved [ ]  Denied |
| Date of determination: |       |
| Date notification sent via email to member: |       |
| Amount approved for reimbursement (If applicable): | $      |
| Check number (if applicable): |       |
| Date sent (if applicable): |       |
| Amount of reimbursement (if applicable): | $      |