**TITLE: CTR Exam Reimbursement**

**Policy Number: Mem.06**

**Original:** 04/97 **Reviewed:** 07/2015

**Revised:** 04/97, 01/04, 04/11 **Replaces: -**

**Responsible Person Unit/Committee:** Executive Committee

**PURPOSE:** Ensure the MCRA eligible members have funds to sit for the CTR exam.

**POLICY:** MCRA members are eligible for reimbursement of $100 to partially cover the costs of taking the CTR exam. Members may apply for funding only once, regardless of the number of times they take the exam.

Applying for funds prior to the exam date is encouraged, but applications will be accepted up until three months after the date of the exam for which funding is being requested.

Applications are available from the Professional Development Committee and on the MCRA website.

**PROCEDURE:** The applicant completes the MCRA stipend application, attaches a copy of the Certification Examination application, and forwards it to the MCRA Treasurer. The Treasurer issues a check.