



Texas Chefs Association

Certification Reimbursement Application

Certification Reimbursement Objective:

To reimburse expenses associated with ACF Certification, up to the amount of \$500.

Application Procedure:

1. Applicant submits request to his or her Chapter Director
2. Chapter Director reviews and submits candidate's application to the TCA State Office
3. State Office will distribute application to the TCA 2nd Vice President and State Certification Chair for review
4. Upon approval, the TCA State Office will issue payment, up to \$500, to the applicant. Distribution of funds is subject to the availability of restricted funds.

Reimbursement Qualifications:

1. Candidate must be a TCA member in good standing throughout the process of applying for ACF certification and certification reimbursement
2. Candidate must have successfully been awarded an ACF Certification eligible for reimbursement
3. Candidate must receive approval from his or her local Chapter Director
4. Candidate must certify within one year of his or her initial ACF application
5. Awarding of reimbursement is based on availability of funds, candidate's financial needs and candidate's level of activity within their local Chapter
6. Candidate must include receipts (up to \$500) directly related to ACF Certification costs
7. Candidate must include proof of ACF Certification

Applicant Name: _____ **TCA Chapter:** _____

Email: _____ **Phone:** _____

Full Address: _____

ACF Certification Level: _____

Date of ACF Certification Application: _____

Date of ACF Certification Achieved: _____

Year Applicant Joined the TCA: _____

Please describe your local TCA Chapter involvement over the past year:

Please provide a brief summary for why you are applying for this reimbursement:

Chapter Director Signature _____ **Date:** _____

Applicant Signature: _____ **Date:** _____