

TRAINING REIMBURSEMENT

Public Act 87 of 2021, Article 3, Part 2, Sections 201 and 1100, authorizes the Michigan Department of Education to reimburse local school districts for school board member training intended to develop and enhance board member knowledge of school operations and education law. **Local districts may receive up to \$100 per class per board member.**



How do I get reimbursed?

Following the completion of an eligible class, you'll receive an email from MASB stating that the training your board member completed qualifies for reimbursement. This email is proof that the district paid or has been invoiced for the class and that the board member attended the class, based on the event completion date. Only a **local district** is eligible for reimbursement from MDE through the state aid payment system.

You must have a GEMS/MARS account to submit a training reimbursement application to MDE. Create your account at bit.ly/GEMSMARS by completing the Security Authorization Form for Sub-Recipient Users with your information and "Board Member Training Reimbursement" as the program.

Follow the steps at bit.ly/GEMSMARShelp to complete your application.



**MASB APPROVED
TRAINING LIST**



**MASB UPCOMING
EVENTS CALENDAR**



**MDE REIMBURSEMENT
INFORMATION**

Learn more at masb.org/reimbursement.



BOARD MEMBER TRAINING REIMBURSEMENT CHECKLIST



Board member is registered for an MASB approved training.

View our approved training list at masb.org/reimbursement and our events calendar at masb.org/calendar.



Board member attends the MASB approved training in person or virtually and receives credit.

Following the completion of an eligible class, you'll receive an email from MASB stating that the training your board member completed qualifies for reimbursement. Save the email as a PDF—this serves as the documentation that must be submitted to MDE as proof that your district qualifies for reimbursement. Only a **local district** is eligible for reimbursement from MDE through the state aid payment system.



Set up a GEMS/MARS account with MDE or if you already have an account, you may need to request a new program at bit.ly/GEMSMARS.

In both cases, you must complete the Security Authorization Form for Sub-Recipient Users located on the login page. Enter your information and note "Board Member Training Reimbursement" as the program. Send the completed form to mde-gems@michigan.gov.



Log in to your account at bit.ly/GEMSMARS to create and submit a new application.

To start the application process, click on the "Create a Board Member Training Reimbursement Request" task that has been assigned to you. Follow the steps at bit.ly/GEMSMARShelp to complete your application. Upload the saved PDF of the training completion email you received from MASB in the "Supporting Documentation" field.

When your application is complete, click Save and Close. Click Submit to send the application through to MDE.



MDE reviews your reimbursement application and funds are received by the district.

After submitting your application, you'll receive an email from MDE for each stage of the review process: submitted, approved and pending payment or returned for modifications.

Please note that approved applications are paid out on a quarterly basis.