

EdAssist: Non-Degree “Other” Option Reference Guide

1. Select the type of non-degree learning your application pertains to under the “**What type of learning is this application for?**” section, then click **Next Question**

 **What type of learning is this application for?**

Education Program *

Select

- Bachelor's Degree
- Doctorate Degree
- Individual Courses
- Non-Degree**
- Juris Doctor (J.D.)
- Master's Degree
- Professional Degree
- Certificate
- Certification/Designation
- Continuing Education Units
- Professional Development

Continue

2. In the “**What is the area of study?**” section, type and select **Other** in the selection box

What is the area of study?

Please Make a Selection *

Other X

- Board of Pharmacy Specity - Pharmacotherapy (BPS)
- Cert. Ped. Chemotherapy & Biotherapy Nur.(CPHON)
- Other**

3. Type the name of the program your application is for in the “**Other Field of Study**” box and select the category that best fits this type of learning under the “**What Category best fits this type of learning?**” dropdown menu

The screenshot shows a portion of the EdAssist application form. At the top, there is a circular icon with a clipboard and pencil, followed by the text "What is the area of study?". Below this, a message says "Please Make a Selection *". A text input field contains the word "Other". To the right of the input field is a red "X" button. Below the input field is a label "Other Field of Study *". A text input field for this label is empty and has a red border. To the right of this input field is a counter "0/50". Below these fields is a dropdown menu labeled "What Category best fits this type of learning? *". The dropdown menu is open, showing a list of options: "Select", "Bootcamp", "Certification Renewal", "Conference", "Course", "Exam", and "Exam and Prep Courses". A yellow "Continue" button is visible on the left side of the dropdown menu. The entire screenshot is framed by a red border.

4. Complete all remaining fields in the application and submit it to ensure it is routed to your supervisor for review.

NOTE: Eligible employees may apply online through EdAssist once they have enrolled in and paid the upfront cost of the course.

5. Once your application has been approved and you have uploaded an itemized invoice/proof of payment, your reimbursement will be processed for the next available payroll cycle. To keep the time between your payment for the course and your reimbursement for it to a minimum, we advise you to submit your application and itemized invoice as soon as possible.
6. Once your course is completed you have 30 days from the course completion date to submit your proof of grades via EdAssist.