

# FCCH LICENSING REIMBURSEMENT

**ECCLC will reimburse you for the cost of the following:**

- Licensing application fee
- Fingerprinting/background check fees
- CPR & First Aid course
- Pre-Licensing course
- Medication Administration course
- Other start-up costs on a case by case basis

**In order to be reimbursed for your FCCH start-up costs, the following documentation is required:**

## Proof of Purchase

- An itemized invoice/receipt which includes:
  - Name of vendor
  - Date
  - What was purchased/paid for
  - How it was paid (card, account, cash)

## Proof of Payment

- If the invoice provides the last four digits of the card number:
  - Include a photo of the card used showing the cardholder's name and the last four digits (the rest of the numbers must be covered or blurred out)
- If the invoice does not provide the last four digits of the card number ( or a different form of payment was used):
  - Include bank or credit card statement showing the purchase and the cardholder's name