

Submitting for Ohio TechCred Tuition Reimbursement

Upon completion of the course you will receive Certificates of Completion for the participants who completed the credential along with an invoice for the tuition.

1. Log-Into Tech Cred website (<https://techcred.ohio.gov/wps/portal/gov/techcred>) with same log-in used to apply.
2. Click “Apply” at top of screen next to “About” & “Resources”
3. Under Submit for Reimbursement, click “Log in to OH|ID”

The screenshot shows two main sections on the TechCred website. The top section is titled "Review Your Application" and contains the text "Review your previously submitted application here." with a yellow button labeled "Review Application →". Below this is a smaller line of text: "Review your previously submitted application here." The bottom section is titled "Submit for Reimbursement" and contains the text "Submit proof of credential completion here." with a yellow button labeled "Log in to OH|ID →". Below this is another line of text: "Awardees can login to their application to submit proof of credential completion and request reimbursement. Resources on reimbursement can be found here."

4. The screen below should populate. Click on the eye ball on the far right under view/edit for the completed Round:

The screenshot shows a table titled "Applications List" with the following columns: Application Number, Application Name, Control Number, Created On, Status, Authorized User, and View/Edit. The table contains five rows of data for rounds 3 through 7. Each row has a blue eye icon in the View/Edit column.

Application Number	Application Name	Control Number	Created On	Status	Authorized User	View/Edit
Round 3 (March 2020)	OOSA-GR-2020 - 42680	SBIG20201078-R3	03-31-2020	Servicing	James Thomas	👁
Round 4 (June 2020)	OOSA-GR-2020 - 44552	SBIG20210470-R4	06-17-2020	Servicing	James Thomas	👁
Round 5 (August 2020)	OOSA-GR-2020 - 47556	SBIG20210783-R5	08-17-2020	Servicing	James Thomas	👁
Round 6 (October 2020)	OOSA-GR-2020 - 48244	SBIG20211164-R6	10-26-2020	Servicing	James Thomas	👁
Round 7 (January 2021)	OOSA-GR-2021 - 164205		01-25-2021	Application Submitted	James Thomas	👁

The current application period is open from Jan 4, 2021 to Jan 29, 2021 at 3:00 p.m.

+ New Application

x Cancel

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5. The following screen will appear. Click the “Reimbursement Request” Button on the top

The screenshot displays the 'Business Information' section of the application form. At the top, there are two buttons: 'Reimbursement Request' and 'Status Report'. Below these is a green bar with a checkmark and the text 'Application is Approved'. The main content area has three tabs: 'APPLICANT INFORMATION', 'TRAINING PLAN', and 'SUBMIT APPLICATION'. The 'Business Information' section includes a help icon and two bullet points: 'Questions regarding the application? Please contact techcred@development.ohio.gov. For more information about the TechCred program, please visit TechCred.Ohio.Gov.' The form fields are: 'Supplier ID' (000066417), 'Federal Tax ID' (34-086798), 'Are you a government entity?' (No), 'Business Name' (Wah University), and 'Ohio Charter Number'. There are also two informational callouts on the right side of the form.

Reimbursement Request Status Report

Application is Approved

APPLICANT INFORMATION TRAINING PLAN SUBMIT APPLICATION

Business Information

- Questions regarding the application? Please contact techcred@development.ohio.gov.
- For more information about the TechCred program, please visit TechCred.Ohio.Gov.

* Supplier ID: 000066417
Applications cannot be approved without a valid Supplier ID. When registering as a Supplier, the business name must be identical to how it is registered with the Ohio Secretary of State's Office and the address must match what is listed in this application.

* Federal Tax ID: 34-086798

* Are you a government entity: No

* Business Name: Wah University
Business name must be identical to how it is registered with the Ohio Secretary of State's Office.

* I have verified this is the business name as registered with the Ohio Secretary of State's Office: Yes No

* Ohio Charter Number:

* Applicant companies must be registered as a supplier with the State of Ohio to be reimbursed for approved training costs.
* To register as a new supplier or update an existing account with the State of Ohio visit <https://supplier.ohio.gov> and follow the prompts until completed.
* Once this information has been approved, you will receive a ten-digit State of Ohio Supplier ID number that you will enter into the application below.
* Questions regarding the Ohio Supplier ID number? Please contact Ohio Shared Services Contact Center at (877) 644-6771 or email ohiosharedservices@ohio.gov.

* A government entity is the legal term for a local governing body, including (but not necessarily limited to) cities, counties, towns, townships, charter townships, villages, and boroughs. A Public Entity, for the purposes of the TechCred Program, will include public training institutions.

6. The Following Screen will appear with the slots for the class listed out:

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Reimbursement Request

- For each credential obtained, click the "Add Employee" button, enter all of the required fields, and click the "Save Trainee" button.
- Once all employees for this request have been added, attach the supporting documentation as a single PDF and click "Submit Request".

Details	Type	Trainee First Name	Trainee Last Name	Credential	Original Current Hourly Wage	Expected Hourly Wage After Credential Earned	Actual Hourly Wage After Credential Earned	Original Reimbursement Amount Requested and Approved	Actual Amount Requested
Add Employee	Incumbent			Data Analytics Certificate		\$31.66		\$2,000.00	
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Add Employee	Incumbent			Data Analytics Certificate		\$31.66		\$2,000.00	
Add Employee	Incumbent			Data Analytics Certificate		\$31.66		\$2,000.00	
Add Employee	Incumbent			Data Analytics Certificate		\$31.66		\$2,000.00	
Total (to date)								\$30,000.00	\$0.00

7. You must click on each "Add Employee" slot and enter the requested information for each class participant.

*Note: The average hourly wage without credential field should be populated. This field is the class average hourly wage inserted when the application was submitted. However, you must now enter the actual individual participant's hourly wage before and after the credential was received.

**Also, please be sure to enter \$2,000.00 for the "Actual Amount Requested".

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The screenshot shows a web form titled "Trainee Details" with a yellow header. Below the header is a blue bar labeled "Incumbent Trainee Information". The form contains several input fields and sections:

- * Trainee First Name**: Text input field.
- * Trainee Last Name**: Text input field.
- * Credential**: Dropdown menu with "Data Analytics Certificate" selected.
- Trainee Email**: Text input field.
- * Trainee Last Four Digits of SSN**: Text input field.
- * Trainee Date of Birth**: Text input field with "MM/DD/YYYY" placeholder and a calendar icon.
- Please confirm the trainee is an Ohio resident.
- * Trainee is a full-time/part-time employee**: Radio buttons for "Full-Time" and "Part-Time".
- * Trainee Current Position**: Text input field.
- * Trainee's County of Residence**: Dropdown menu with "choose one..." placeholder.
- Trainee Race (optional)**: Dropdown menu with "choose one..." placeholder.
- Trainee Gender (optional)**: Dropdown menu with "choose one..." placeholder.
- Average Hourly Wage Without Credential**: Text input field with "\$31.66" value.
- * Hourly wage prior to earning the credential**: Text input field.
- * Actual Hourly Wage After Credential Earned**: Text input field.
- Original Reimbursement Amount Requested and Approved**: Text input field with "\$2,000.00" value.
- * Actual Amount Requested**: Text input field.

At the bottom of the form are two buttons: a blue "Save Trainee" button with a checkmark icon and a red "Cancel" button with an 'X' icon. Below the form, a summary bar shows: "Add Employee", "Dashboard", "Data Analytics Certificate", "\$31.66", and "\$2,000.00".

8. Once each employee's information is added in the slots for the class, you must upload the PDF file received from Walsh University that should contain the following:
 - A certificate for each employee verifying their completion of the course (could contain up to 15 certificates for 15 participants)
 - A receipt of payment for the services rendered from the course
9. Click "Submit Request"