

# TechCred

## Reimbursement Request Instructions

### Reimbursement Request

Once an employee has successfully completed training and obtained the approved credential and the Grantee has paid for that training, a reimbursement request may be submitted to the Ohio Department of Development. The Grantee shall **submit requests no more than once during each month of the grant period** and no later than six weeks of the credential being obtained or from receiving an executed agreement.

- Log in to the application by going to <https://techcred.ohio.gov/wps/portal/gov/techcred/apply> and scrolling down to the “Submit for Reimbursement” section and clicking on the “Submit or Review” button. Please make sure you log in with the username and password that was created at the time of application.
- Enter the Grantee’s Federal Tax ID Number.
- Determine your Control Number (located on the front page of your executed agreement) and select View/Edit.
- Click on the “Reimbursement Request” button located at the top of the screen.
- For each credential obtained, click the “Add Employee” button, enter all of the required fields, and click the “Save Trainee” button.
- Upload the supporting documentation as **a single pdf** to include the following information:
  - A copy of the credential earned (certificate or certification).
  - An itemized invoice which clearly identifies the cost of the credential.
  - Proof of payment which may include either a cleared check, a credit card statement, or a bank statement. The document must identify the training provider, the amount paid, and the date paid and must clearly show that the payor is the TechCred Grantee.
  - A copy of the TechCred Employment Verification form for each employee included in the request.
- Click the “Submit Request” button. Both the Grantee and Development will receive an email confirmation.
- Once the reimbursement request has been reviewed and approved, payment is typically made within 30 days.



Development  
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## Status Report Instructions

### Status Report

Grantees shall provide a status update on all approved credentials every four-months throughout the term of the agreement or when a credential has been cancelled, whichever is earliest. The Status Report shall provide information as to whether the credential(s) is (i) in process, (ii) not started but will be completed by the project completion date, (iii) completed but not submitted for reimbursement, or (iv) cancelled.

- Log in to the application by going to <https://techcred.ohio.gov/wps/portal/gov/techcred/apply> and scrolling down to the “Submit for Reimbursement” section and clicking on the “Submit or Review” button. Please make sure you log in with the username and password that was created at the time of application.
- Enter the Grantee’s Federal Tax ID Number
- Determine your Control Number (located on the front page of your executed agreement) and select View/Edit.
- Click on the “Status Report” button located at the top of the screen.
- For each approved credential, provide a status update by selecting from the drop-down list located in the “Credential Status” column.
  - If a credential has already been reimbursed or previously marked as “cancelled”, the status will not be able to be edited.
  - Once a credential has been marked as “cancelled”, Development will reallocate the funds approved for the credential to be used for future TechCred funding rounds.
- Click the “Submit Status” button. Both the Grantee and Development will receive an email confirmation.