

Completing the On-Line Tuition Reimbursement Application on MyHR

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My HR

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Overview
Benefits, Pay & Employment
Healthy Workforce
Performance Management
Career & Development
Diversity

Benefits, Pay & Employment
Everything you need to know about your Benefits. Start with My Profile and explore the world of health, time off, retirement and other benefits.

Healthy Workforce
Taking care of others starts with taking care of ourselves. Check out the variety of good health resources and tools ready and waiting for you and your family.

Performance Management
At Kaiser Permanente, we are committed to continuously improving the performance of our organization and of each individual employee by creating a culture where managers and employees discuss performance expectations and performance
Goal Setting and Alignment
Ongoing Feedback
Formal Feedback
Reinforcement of Performance
Development Planning - Individual Development Plan (IDP)
Providing Feedback for Others

Career and Development
Take advantage of training opportunities, career development, tuition reimbursement, refer a great candidate to join the KP community.
Job Search
KP HealthStream (Learning & Competency Center)
LMP Career Planning Web site
Classroom courses
Web-based training
KP Learn
Education Assistance
more...

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Tuition Reimbursement
Our Tuition Reimbursement provides reimbursement for eligible courses and other eligible expenses.
Tuition Reimbursement FAQs
Apply for Reimbursement
Apply for Travel Reimbursement
View Reimbursement Request Status

Education Leave
You may be eligible for time off to attend CEU courses under our Education Leave program. Check My Profile for your available Education Leave.
Visit the LMP Career Planning Web site for more information.

3. Your TR Policy overview

4. Read TR FAQs/official policy

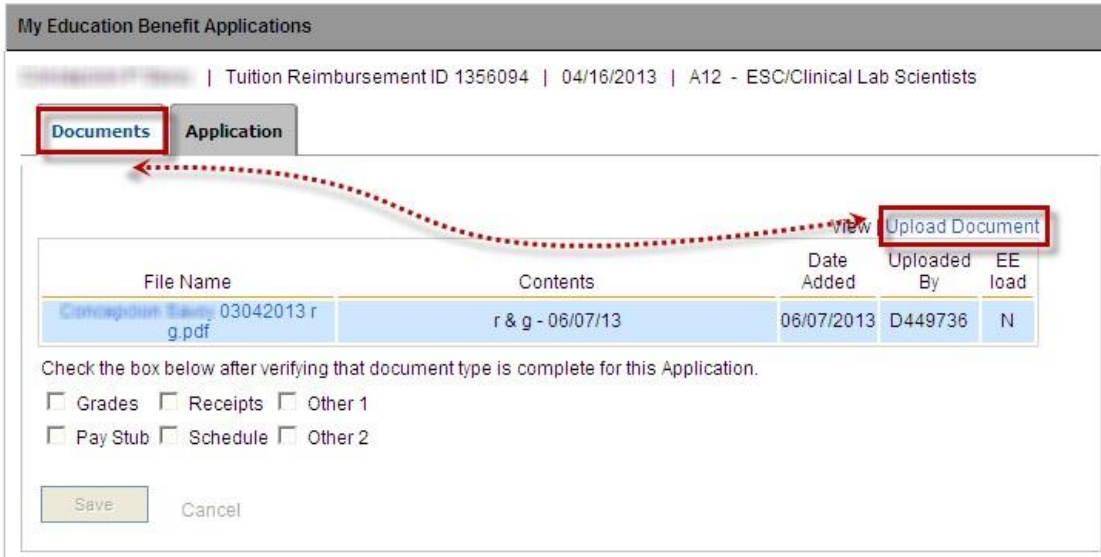
5. Fill out application/enter estimated Travel fees (if any)

6. View Education Benefit Summary/Application status

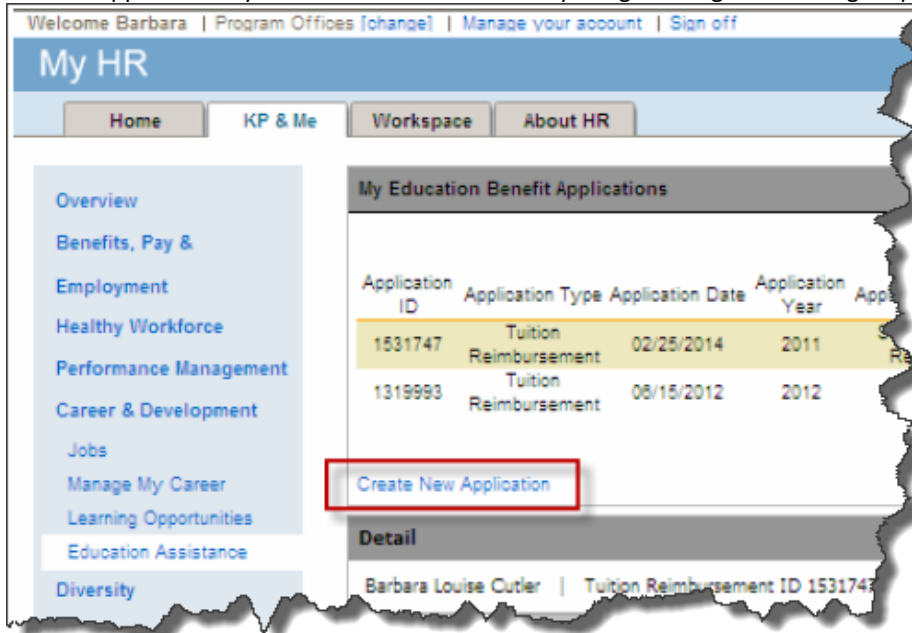
7. If you are requesting travel reimbursement: submit Travel application AFTER you attend conference/CEU course.

Quick Tips

- Upload your supporting documents to the “Documents” tab of your application **within 90 days of course completion**. We accept PDF or JPG (we do not accept editable documents such as Word or Excel) Refresh to view uploaded documents.



- Submit documents for courses in the application only - **DO NOT add on to an existing application**. You must create another application if you took more courses so they will go through the Manager approval process.



- To **check the status of your application**, return to the “Education Assistance” page and click “View Reimbursement Request Status”. We typically process submissions within a few weeks of receiving them, depending on volume.
- Please DO NOT CALL OR EMAIL NTRA unless you have a question about your benefit, are having trouble submitting your application, or otherwise feel there is an issue with your application or documents we need to help you with.**

For more information, contact your manager. To verify your eligibility or for other general questions, contact National Tuition Reimbursement Administration (NTRA) **Note: NW and GA employees please contact your regional tuition reimbursement representative.**