

PROCEDURES FOR APPLYING AND CLAIMING REIMBURSEMENT OF APPROVED EXAMS FROM U. S. DEPT OF VETERANS AFFAIRS

Active Duty and Veterans Eligible for Montgomery GI Bill Education Benefits

You are eligible to be reimbursed \$150.00 per exam module and \$200.00 for the Creative Component.

How to receive reimbursement for your CTL Exam:

If you have participated in the GI Bill education program, have a character of service that is “Honorable”, and have separated from active duty within the past 10 years, but have *never* applied, you need to apply to establish eligibility with the U.S. Dept of Veterans Affairs.

You may apply online at www.gibill.va.gov

Click “*Electronic Application Forms*” on the left and complete the process, using VONAPP (VA On-Line Application). Follow the on-line instructions. There is no electronic signature, so you will have to print the signature page, sign it, and send hard copy with your DD-214 to the regional processing office in your area.

(If you are on active duty, Part II “Certification for Persons on Active Duty” on Form 22-1990 must also be completed and signed by your Education Officer.)

If you have separated from active duty, mail Form *DD214* (member copy IV) with the signature page. In eight to twelve weeks you should receive your certificate of eligibility, depending on the time of year you are applying.

Once you have been determined to be eligible for GI Bill education benefits, you may apply for reimbursement on www.gibill.va.gov:

Click on “*Ask a Question and Find Answers*”, under categories, go to “*Licensing and Certification Tests*” and click on “Search”

Click on “*How do I Apply for Reimbursement of a Test*”

If you have previously used your GI Bill education benefit, send the above information required to the regional processing office where your files are located. If you have never applied for your benefit before, send to the regional processing office for the state where you live.