

# Snow School Certification Reimbursement

Winter 2023/24

## Summary

The Snow Sports reimbursement program is a program available to Snow School Instructors (excluding casual staff members) in good standing (this includes having completed their required number of days as a part time or full-time employee). It allows for the partial or full reimbursement of course fees incurred by instructors who are seeking further professional development. This program; courses and amounts, is reviewed annually.

There are two parts to the program:

- Core Certifications (Instructor Levels, Course Conductor Fees)
- Additional Certifications (Avalanche Safety, Coaching Pathways, Park and Freeride certifications)

## Core Certifications.

The courses below qualify for a reimbursement upon the full course and exams being successfully passed.

For Full Time Staff, Courses will be reimbursed at the same time as your wage (if applicable) as long as all supporting documentation is presented.

For Part Time Staff, your pay rate will be updated as soon as you send in your documentation, but reimbursement payments will be processed after your 17 days have been completed. We will review submissions monthly and pay out reimbursements in bulk each month.

<b>Skiing Certificates (CSIA &amp; PSIC)</b>	<b>Reimbursement Amount</b>
<b>Level 2</b>	\$850
<b>Level 3</b>	\$1125
<b>Level 4</b>	\$2400
<b>Trainer Development (CSIA Examiner cert)</b>	\$450
<b>CASI Certificates (snowboarding)</b>	
<b>Level 2</b>	\$500
<b>Level 3</b>	\$900
<b>Level 4</b>	\$1300
<b>CADS Certificate (Adaptive sports)</b>	
<b>Each Completed level (Level 2 and above)</b>	TBD
<b>Course conductor (CASI/CSIA/PSIA Level 2 and above)</b>	\$150

## Notes:

\*\*Retests and partial tests are not covered. Reimbursement amounts are based on the amount of one course, one set of exams at the earlybird rates (so book early!)

**\*\*The amounts listed above are an ‘up to, but not to exceed amount’. When submitting receipts, please submit any CSIA/PSIC or CASI scholarship amounts that decreased the fee of the course/exams.**

**\*\*CADS certs will be reimbursed for those Instructors that are primary CADS employees (have their full time schedule in the Adaptive pod). These staff will need to apply to have any CSIA/PSIC/CASI certs reimbursed at the end of the season.**

The reverse is also true; those with a home pod outside of Adaptive and with a primary certification of CSIA/CASI would need to apply to have the CADS certification reimbursed.

**\*\*Level 1 Course Conductors may apply to have their Course Conductor Training reimbursed after they have led a Level 1 Reseller Course at Whistler Blackcomb (up to \$150)**

### To Apply for Reimbursement:

- Send a copy of the following to [wbsspay@vailresorts.com](mailto:wbsspay@vailresorts.com)
  - o Proof of completion/passing result (Certificate or Exam marking sheet) with date of passing
  - o Receipt of payment for course/exams
  - o Receipt or documentation of a scholarship received (CSIA/PSIC/CASI/CADS etc)
  - o Employee ID number
  - o Your Employment Status: Full Time, Part Time (17 days) or Casual
- Certifications submitted prior to noon of the last Thursday of a pay period will be processed within the same pay period.
- Your reimbursement will appear both on your schedule and in your pay advice.

### Additional Certifications.

The ‘Additional Certification’ reimbursement program is to support staff who are taking certifications that will enhance their skill set as a snow sports instructor. The list below are some examples that will be considered and will change annually. Receipts should be submitted at the time of completion as some will affect wages. See below for submission deadline.

It is important to note that the amount reimbursed for these courses will vary year to year, not all courses will be reimbursed.

### To submit an additional certification:

- Send a copy of the completed Certification and the course receipt to [wbsspay@vailresorts.com](mailto:wbsspay@vailresorts.com). Please include your employee ID and note that you are requesting to apply for reimbursement.
- We will hold these applications until the end of the season and reimburse based on available funds, certification and number of applicants.

Examples of Certificate’s and Courses	
AST 1 & 2	Freestyle/Park (CFSA/CSIA)
CADS as a secondary certification	ASA (CSCF) and CANSBD Coaching pathways.
CSIA Level 1 as a Secondary Certification	NCCP courses

### Deadlines - 2024

Applications for Reimbursement **must be received a week before your termination date** with the **last available submission date being April 1, 2024.**

If you are taking a course after April 1<sup>st</sup>, please submit receipts **up until May 1<sup>st</sup> 2024**. These courses will be paid out to staff upon rehire in November 2024.