

Snow School Certification Reimbursement

Winter 2024/25

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 a portion 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 and Additional Certifications.

Core Certifications

The courses below qualify for a reimbursement amount 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 teaching days have been completed. We will review submissions periodically and pay out reimbursements monthly.

NEW in 24.25

Instructors have the option to put forth one course/exams for core reimbursement at each level of certification (in their career – not every season). All others will be considered ‘Additional Certifications’ (see below) and will be considered for reimbursement in the spring.

AMOUNTS

Skiing Certificates (CSIA & PSIC)	Reimbursement Amount (up to)
Level 2	\$900
Level 3	\$1200
Level 4	\$2000
Trainer Development (CSIA) or Licensed Professional Trainer Cert (PSIC)	\$500
CASI Certificates (snowboarding)	
Level 2	\$500
Level 3	\$1200
Level 4	\$1500
CADS Certificate (Adaptive sports)	
Each Completed level (Level 2 and above)	\$400
Course conductor (CASI/CSIA/PSIA Level 2 and above)	\$150

Notes:

**Reimbursement amounts are based on the amount of one course, one set of exams considering early bird 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.

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

To Apply for Reimbursement:

- Send a copy of the following to 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, or Part Time (17 days)
- 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. WBSSPay will send out an email by end of April with a status of your additional certification reimbursement application and if successful amount reimbursed.

To submit an additional certification:

- Send a copy of the completed Certification and the course receipt to wbsspay@vailresorts.com. Please include your employee ID and note that you are requesting to apply for reimbursement. Please indicate if this is a secondary certification (i.e. you have already been reimbursed in the past for the same level but with a different organization). We will hold these applications until the end of the season and reimburse based on available funds, certification and number of applicants.

Examples of Certificates and Courses:

- Any secondary level 2 certification
 - o If you have already been reimbursed for a Level 2 Skiing certification and are applying for a secondary Level 2 (CADS, CASI, CSIA, PSIC, PSIC Big Mountain...)
- Freestyle Certifications (CSIA, PSIC, CANFreestyle,)

- Avalanche Certifications
- Coaching pathways (ASA & CANSB, NCCP)
- CADS Modules

Deadlines - 2025

Applications for Reimbursement **must be received a week before your termination date** with the **last available submission date being May 1, 2025.**

If you are taking a course/exams after you have finished work in the spring, it is your responsibility to ask your manager to delay your lay off date so that you can be reimbursed before termination.