The annual certification requirement has been put in place to manage administration of the Educational Assistance Program benefit in conjunction with the new BlazerNET student information and registration systems.

Educational Assistance eligibility for the employee will be electronically verified between HR and the Students Affairs area. Employees who meet all eligibility requirements for the program and are registered should see the educational assistance benefit applied to their account automatically. However, certification will be required for eligible dependents/spouses.

The Educational Assistance Form requires employees to enter the student’s BlazerID on the form in order to certify an eligible dependent/spouse. Once a student is accepted for admission to UAB (see admission requirement link below) they will be notified by the Office of Admissions of the process to obtain a student BlazerID. The student BlazerID will serve as their sole identifier allowing them to securely access all of UAB’s electronic information services. The Educational Assistance Form will also be validating the date of birth entered to ensure it matches the student system.

For more detailed information on the Educational Assistance Program including dependents and spouses, visit main.uab.edu/show.asp?durki=44429. For any questions regarding certification and re-certification for educational assistance, call Human Resource Management at 934-3458.
The **EDUCATIONAL ASSISTANCE DETAILS** page will display:

1. To add dependents, click on **Add Dependents**.

The **ENTER NEW DEPENDENTS** form opens:

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Updated 27-May-2010
2. Enter dependent information; all * fields must be entered.

3. Click on Certify to complete.
   Confirmation page will display.

4. Click on Home to return to the UAB SELF SERVICE APPLICATION MENU or Logout to log out of the Oracle Administrative System.