

Dear Upper Management,

I humbly request your support in advancing my knowledge and role at Snohomish Health District through tuition reimbursement. In reviewing my contract, I see that “Employees desiring to apply for a tuition refund must submit a written request to the District for review by the Board of Health at a regular meeting.” Below, I will outline the program I am enrolled in, including specific courses and the benefit to the District relating to my position as a Behavioral Health Specialist.

When I accepted the position of Behavioral Health Specialist in the Maternal Child Health Programs, I had some graduate-level education but had put my studies on hold in 2016. Being an employee at the Health District has provided me with the flexibility and support I need to resume my studies. Seeing the many ways that obtaining my Master of Science in Clinical Mental Health Counseling will directly enhance my current work in Prevention Services, I have been inspired to take action.

I am currently enrolled in a graduate program at [Walden University](#). I have transferred some of the credits I earned at Bastyr University and am working toward my Master of Science in Clinical Mental Health Counseling, specializing in Trauma and Crisis. After thoughtful deliberation and careful assessment of my budget, I applied to the program on August 21st, 2022. I was accepted on August 23rd and promptly began classes on August 29th. Due to the rapid progression of things, I could not submit this written request with ample notice for the current quarter (Fall 2022). While I had initially anticipated starting my courses later this year, starting immediately provided me with the opportunity to receive a grant that aligns with Walden’s mission to foster social change – so here I am!

For the Fall quarter of 2022 (beginning Aug. 29), I am enrolled in two courses:

COUN 6100: Introduction to Clinical Mental Health Counseling

COUN 6101: Foundations of MS in Counseling Graduate Studies

Out-of-pocket tuition expenses (after the grant has been applied): \$2557

For the Winter quarter of 2022 (beginning Nov. 28), I will be enrolled in two courses:

COUN 6722: Theories of Counseling

COUN 6316: Techniques in Counseling

Out-of-pocket tuition expenses (after the grant has been applied): \$4485

I have only included the first two quarters, as our merger with the County will require a re-evaluation/reimbursement request at the beginning of 2023.

Obtaining my MS in Clinical Mental Health Counseling will allow me to further support our community in my role as a Behavioral Health Specialist. While I currently provide Behavioral

Health consultations to child care providers on a broad, classroom-based level, being licensed as a clinical provider will allow me to provide more in-depth support. By building a solid network with existing mental health resources in our County, I will be able to provide community members with direct referrals to services. Continuing my education will vastly expand my expertise in Behavioral Health topics and current research, providing me with further credibility and credentialing when providing education on these topics for child care providers in our community. Additionally, I am determined to identify and apply for a Behavioral Health grant to fund further work in my current position. Clinical licensure will undoubtedly open many doors regarding eligibility and implementation of grant work. Looking ahead, I would love to pilot a program that integrates a clinical component into the Behavioral Health sector of our Outreach Program.

I am very proud to be an employee of the Snohomish Health District. Working alongside so many amazing people who have dedicated themselves to improving public health and positively impacting our community is a privilege. I look forward to continued growth within the agency and am excited to participate in the evolution of the Maternal Child Health Programs.

Thank you for the opportunity to present you with a request for your support in my exciting endeavor. Please let me know if you have any questions or require additional information/documentation.

Sincerely,

Emily Greenleaf