

# Continuing Education Reimbursement

Highlights	Policy Statement
Continuing Education	<p>It is the goal of this company to maintain a highly trained staff by encouraging personnel to attend job-related educational programs for CEU credits and/or to further their knowledge and clinical expertise.</p>
Submitting a Continuing Education Request	<p style="text-align: center;"><b>Policy Interpretation and Implementation</b></p> <ol style="list-style-type: none"><li>1. Up to \$500.00 in Continuing Education reimbursement, to include licensure reimbursements, will be provided for courses/seminars/subscriptions that are related to the employee's current position and will allow them to meet CEU requirements to maintain licensure and/or to enhance the employee's knowledge of their position.</li><li>2. To qualify for continuing education, the employee must:<ol style="list-style-type: none"><li>a. Be a full-time employee for a minimum of 90 days;</li><li>b. Submit a Continuing Education Request in writing using the CER form</li><li>c. It is the employees' responsibility to submit the Continuing Education Request form at least 30 days in advance of course to the Clinical Specialist.<ul style="list-style-type: none"><li>• If it is not returned within two weeks, contact the Clinical Specialist</li><li>• DO NOT consider the CER 'approved' until it has been returned to you with the signature of the Clinical Specialist.</li></ul></li></ol></li></ol>
Contents of Continuing Education Request form	<ol style="list-style-type: none"><li>3. An employee must make a written request to his/her Program Manager for approval to attend or enroll in an educational course. The request must include the following:<ol style="list-style-type: none"><li>a. The course title and purpose;</li><li>b. The name of the educational institution or agency sponsoring the course;</li><li>c. The date(s), time, and length of the course;</li><li>d. The location at which the course will be taught;</li><li>e. The cost of the course; and any associated expenses (i.e. meals, accommodations, etc);</li><li>f. The signature and title of the person making the request.</li></ol></li></ol>
Approval Process	<ol style="list-style-type: none"><li>4. The Program Manager will review the information submitted for approval. If approved/signed by the Program Manager, the Program Manager will then submit the CER form and all supporting documentation to the designated employee at the Corporate office responsible for CER requests. Once the CER request is approved by the Clinical Specialist, a confirmation of approval will be communicated to the employee and/or Program Manager.</li></ol>
Reimbursement	<ol style="list-style-type: none"><li>5. Expense Reimbursement:<ol style="list-style-type: none"><li>a. If requested on the CER form and if approved by the Clinical Specialist, meals may be reimbursed in accordance with the Allowance for Meals Policy. (<b>Note:</b> See Allowance for Meals Policy which is included in this manual.)</li><li>b. If applicable, maximum allowable reimbursement for overnight accommodations is \$99/night.</li><li>c. No auto, mileage or gas reimbursement is provided for continuing education;</li><li>d. If applicable, for distances greater than 6 hours from an employee's home, airfare not to exceed \$300 may be reimbursed.</li><li>e. If applicable, taxi and airport shuttle service up to \$30 for travel to and from hotel or education site.</li></ol></li><li>6. Reimbursement will be made on the following schedule:</li></ol>

Reimbursement Schedule (excluding Subscriptions)	<ul style="list-style-type: none"> <li>a. Approved expenses must be submitted within 30 days of the continuing education event on a company expense report;</li> <li>b. the expense report must be accompanied by the approved CER, original receipts, a course completion certificate and a sign-in sheet for departmental in service prior to reimbursement;</li> <li>c. if, for any reason, the employee is unable to attend the continuing education event, no expenses will be reimbursed;</li> </ul>
Reimbursement Schedule for Online CEU Subscriptions	<ul style="list-style-type: none"> <li>7. Employees may be eligible for reimbursement of Continuing Education online subscription services once the employee has completed 8 hours of online CEUs that are related to the employee’s area of practice. <ul style="list-style-type: none"> <li>a. Approved expenses must be submitted within 30 days of the continuing education event in which the employee reaches their 8 hours of CE required for subscriptions; The expense report must be accompanied by the approved CER, original receipts, any related course completion certificate proving the 8 of CE has been completed, and a sign-in sheet for departmental in service prior to reimbursement; if, for any reason, the employee is unable complete the 8 CE hour requirement associated with subscriptions, no expenses will be reimbursed for the subscription.</li> </ul> </li> </ul>
Time of Reimbursement	<ul style="list-style-type: none"> <li>8. Reimbursement will be made to the employee upon approval of payment/expense report by the Director of Compliance.</li> </ul>
Time Allocation/PTO	<ul style="list-style-type: none"> <li>9. Employees will be required to use PTO for any Continuing Education time during the employee’s regular working schedule unless the employee works the Sunday prior or the Saturday following the Continuing Education day to cover their scheduled patients.</li> </ul>
Travel Time	<ul style="list-style-type: none"> <li>10. Travel time to and from a continuing education event does not count as time worked. An employee may not report travel time as regular worked hours, PTO, or continuing education time on the electronic time card.</li> </ul>
Maintaining Records	<ul style="list-style-type: none"> <li>11. The Human Resources Manager will maintain records of all continuing education events attended or completed by the employee. A copy of such records will be filed in the employee’s personnel record.</li> </ul>
Leaving Employment	<ul style="list-style-type: none"> <li>12. Employee’s who leave employment with the company, either voluntarily or involuntarily, will be required to repay the company a prorated amount (including licensure reimbursement) based on following: <ul style="list-style-type: none"> <li>a. Reimbursement of \$500.00 or less – employee is required to work one (1) year following the continuing education event;</li> <li>b. Reimbursement greater than \$800.00 – employee is required to work two (2) years following the continuing education event.</li> </ul> </li> </ul>