

Request for Professional Development Policy and Form

In order to receive reimbursement for professional development, the institution / agency must be a voting member in good standing of RAC-R and the institution / agency must follow the procedures outlined below.

1. Submit request, *including* a copy of the course description showing the name of the course, the date, the cost, along with proof of payment. Requests will only be considered *prior* to the course. RAC-R will *not* approve requests for reimbursement submitted *after* the course is completed.
2. Individuals / institutions / agencies submitting requests must have this form signed by their RAC-R Representative. Additionally, the RAC representative attests that the course is for initial or first-time certifications only. If it is discovered to be a re-certification or re-training, the member organization will be responsible for the cost of the course, reimbursement, if appropriate, to the RAC and any expenses incurred by the RAC in obtaining reimbursement.
3. Notification of approval / disapproval of request will be made by e-mail to the contact person listed below.
4. To obtain reimbursement for approved professional development, the institution / agency / individual must submit a copy of the certificate of completion **within two weeks** of completion of the course by fax or by e-mail but no later than August 11, 2017.

Institution / Agency :		Date:
Contact name:		Phone: Click here to enter text.
Contact e-mail: Click here to enter text.	Cost per person: Click here to enter text.	
Date of course: Click here to enter a date.	Location: Click here to enter text.	
Course	Attendees & Their E-Mail	

Course tuition will be paid for by and, upon documented completion of the course, reimbursed to:

- Institution / Agency Individual

I agree to the terms listed above. Further, I attest that this course is an INITIAL course, not a course for re-certification and that the individuals listed above have never received the training for which reimbursement is requested.

 RAC-R Representative

For RAC Office use only			
Request received, including courses description, cost, and proof of payment. <i>Date</i> _____		Certificate(s) of completion received <i>Date</i> _____	
Approved	Yes _____ No _____	Reimbursement <i>Date</i> _____	
Notification made	<i>Date</i> _____	Check # _____	
CPS / HPP _____	EMS / RAC _____	EMS-Tobacco _____	

E-MAIL THIS PAGE ONLY WITH ATTACHED COURSE DESCRIPTION TO: racinfo@manvelems.org

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General Provisions

For the FY17 fund year, the following rules apply:

- A maximum of \$1,000 per person is reimbursable. Courses costing more than \$1,000 per student requires Board approval.
- Each student will only be allowed reimbursement for one course.
- No renewal courses or re-training will be approved.
- Classes offered in-house must meet minimum enrollments and must be open to other RAC-R member agencies / institutions in good standing. Agencies / institutions must submit the sign-in sheet, an invoice from the instructor, proof of payment of that invoice, and copies of certificates for those completing the class.
- Individuals submitting requests for reimbursements will be reimbursed via their RAC-R representative if approved.
- RAC-R reimburses only for tuition costs, not meals or travel.
- RAC-R does not reimburse tuition for courses available elsewhere at no cost.

Initial Funding

- All Requests for Professional Development must be in the RAC by 5:00 p.m. on March 6, 2017.
- All classes must be completed by May 31, 2017.
- All documentation for reimbursement must be submitted to the RAC by 5:00 p.m. on May 26, 2017.

Second round funding

- In the event that all professional development funds are not encumbered after the March 6, 2017, deadline for submission of Requests for Professional Development, another round of funding MAY BE ANNOUNCED for those agencies / organizations in good standing that have already encumbered their allocations.
- If a second round is opened, all Requests for Professional Development for the second round must be in the RAC by 5:00 p.m. on July 7, 2017.
- All classes must be completed by July 31, 2017.
- All documentation for reimbursement must be submitted to the RAC by 5:00 p.m. on August 11, 2017.

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Pre-Approved Classes

I. Education for EMS

1. Approved ICD-10 Workshop
2. Gathering of the Eagles Conference registration for 2015
3. Approved Geriatric Care Course
4. TCAR
5. EMS Medical Director Courses
6. Trauma Injury Prevention Courses
7. Tactical Medical Training for EMS
8. CCEMTP
9. TETAF / ACS Trauma Related Courses
10. Initial Instructor Certification for Trauma Related Courses
11. ITLS
12. PEPP
13. ABLIS
14. Gathering of the Eagles
15. Other courses approved by the Board

II. Education for Hospitals

1. Approved ICD 10 Workshop for Trauma Staff
2. ABLIS
3. ATLS / ATCN
4. AAAM
5. TOPICS
6. TETAF Data Management Course
7. STN Conference
8. Approved Geriatric Care Course
9. TCAR / PCAR
10. TDEC
11. Trauma Medical Director Courses
12. Trauma Injury Prevention Courses
13. TETAF / ACS Trauma Related Courses
14. Trauma Related Courses Initial Instructor Courses
15. Other courses approved by the Board

- **Other classes may be approved on a case by case basis.**
- **The RAC reserves the right to deny approval of classes.**

Questions should be directed to racinfo@manvelems.org or call 281.519.8780