



El Dorado County Emergency Services Authority

Policy Subject Matter: **Reimbursement for Educational Expenses**
Review Date: 08.22.12
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I. Policy:

In recognizing that many benefits can be achieved by having well trained and experienced employees, JPA member agencies can receive reimbursement for training courses that are related to basic and advanced life support, rescue, and emergency medical service functions.

II. Purpose:

The purpose of the policy is to define the training courses and agency employees who will be eligible for reimbursement for their training costs.

II. Procedure:

- A. Authorized courses for reimbursement for all JPA member agency's include:
1. AHA Basic and Advanced Cardiac Life Support (BLS and ACLS).
 2. Prehospital Trauma Life Support or Intermediate Trauma Life Support (PhTLS or ITLS).
 3. AHA Pediatric Advanced Life Support (PALS).
 4. State paramedic licensure: State or County certification and/or accreditation fees.*
 5. State EMT-I certification: State or County certification and/or accreditation fees.*
 6. Courses that are required to maintain paramedic licensure and EMT certification.
 7. Other educational programs (courses or certifications, etc.) directed by the Board (i.e. AHA STEMI Provider, Zoll 12-Lead Interpretation, Forté Holdings iPCR, AHA Acute Stroke Online, etc.).
**The intent of #4 and #5 is to maintain licensure or certification; the intention is not to reimburse the provider for the initial Paramedic and/or EMT course related costs.*
- C. Reimbursement procedures:
To ensure prompt reimbursement of educational expenses, a fire district shall:
1. Find the most effective means of facilitating training classes.
 2. Provider successfully completes course (i.e. certification, accreditation, licensure, etc.)

3. Request reimbursement utilizing appropriate fire district form(s).
4. Attach the following documentation to the request for reimbursement:
 - a) Copy of receipt documenting expense(s).
 - b) Documentation of successful program completion (i.e. certification card, CE certificate, etc.)
5. Adequate records of requests for payment shall be retained by the individual and/or fire district as required by individual fire district policy/procedures.
6. Requests for reimbursement of expenses in excess of approved budgetary amounts will be denied.