



El Dorado County Emergency Services Authority

Policy Subject Matter: **2.1.8 Reimbursement for Educational Expenses**
Review Date: 11.16.22
Revision Date: 12.21.22
Creation Date: 11.01.00

I. 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. Policy:

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

III. Procedure:

A. Authorized courses for reimbursement may include:

1. AHA CPR/BLS for Healthcare Provider
2. AHA Advanced Cardiac Life Support (ACLS) Renewal or equivalent
3. AHA Pediatric Advanced Life Support (PALS) Renewal or equivalent.
4. NAEMT Prehospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS).
5. CSFM State Fire Training FSTEP an CFSTES Courses
6. California Specialized Training Institute (CSTI) Courses
7. National Wildfire Coordinating Group (NWCG) Courses
8. National Fire Academy (NFA) Courses
9. All educational programs (courses or certifications, etc.) *Subject to review and approval of the JPA Executive Director
10. EMT-Paramedic licensure: State of CA or County certification and/or accreditation fees.*
11. EMT-Basic certification: State of CA or County certification and/or accreditation fees.*

**The intent of #10 and #11 is to maintain licensure or certification; the intention is not to reimburse the provider for the initial EMT-Paramedic and/or EMT-Basic course related costs.*

B. Reimbursement procedures:

To ensure prompt reimbursement of educational expenses, a JPA member agency under contract to provide ALS Ambulance Service shall:

1. Find the most effective means of facilitating training classes.
2. Ensure provider successfully completes course (i.e. certification, accreditation, licensure, etc.)
3. Request reimbursement utilizing appropriate agency 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 member agency as required by individual member agency policy/procedures.
6. Requests for reimbursement of expenses in excess of approved budgetary amounts will be denied.
7. Requests for reimbursement of expenses for training not specifically identified in this policy may be denied reimbursement by the JPA Executive Director.