



Charlottesville-Albemarle Rescue Squad

Education Reimbursement Policy

Purpose: To define circumstances under which CARS will reimburse members, specifically for educational activities

- CARS members are encouraged to pursue educational advancement and thus, CARS will reimburse members for educational pursuits in congruence with CARS goals.
- Full members are eligible for \$360 in training funds per year. Associate members are eligible for \$180.
 - These funds may be applied to certification classes such as ACLS, PALS, PHTLS, etc; educational opportunities such as EMS symposium or other educational conferences (ie: AirCare LIVE or Pegasus' Critical Response); or other classes as deemed relevant by CRAT and the BOD
- In order to be approved for reimbursement, members must fill out and return the Training Funds Reimbursement Form to the Training Officer, who will then forward it on to the Board of Directors for final approval.
 - The request for reimbursement must be received within **six** months of completing the class.
 - The request for reimbursement must be accompanied by proof of payment.
- Classes taken over months of time (specifically medic education) will have other, more extensive requirements for reimbursement.
 - Student members will be reimbursed for the required elements of the class, including but not limited to: tuition, uniforms, books, and other materials.
 - When requesting reimbursement, the member must show proof of payment, as well as a list of the required materials per the class instructor.
 - If CARS pays for a member's medic education, the member will be required to commit to running full time with the agency for **two** years at minimum (**four years** if running as an associate).
 - Members will have to sign form in acknowledgement of the above commitment.
 - If the member is unable to complete their commitment to the agency, the funds will be returned to the agency.
 - The member will receive half of their reimbursement upon receipt and presentation of certification card and the other half after six months of running full-time (twelve months if running as an associate).