



CARS Training Funds Policy v.6/9/2020

Purpose: To define circumstances under which the Charlottesville-Albemarle Rescue Squad (CARS) will reimburse or pay for costs of educational activities.

Definition: Training Event: Any class, course, conference, or certification test on material related to medical, operational, or administrative processes relevant to the agency.

General Training Fund Process:

1. Training fund requests from agency members for events costing less than \$500 will be submitted to the Clinical Review and Training Committee (CRAT) for review at the regular monthly CRAT meeting before the Training Event is paid for by the CARS member. Submission must include a website link, brochure, or flyer for the event.
2. CRAT will check with the CARS Board Secretary to confirm the good standing of the member requesting reimbursement. If the member is not in good standing, the request will be refused.
3. CRAT will vote on each request. The request will be approved by majority vote of the CRAT Committee from the funding pool described below.
4. The member will be notified of approval or refusal by CRAT. If the request is approved, the member will pay for the Training Event, then submit proof of payment and proof of course completion to the Treasurer, who will issue the reimbursement.
5. A listing of all actions will be provided to the Board each month.

Funding Pool Amount Available for Reimbursement:

A funding pool will be established each year as part of the budgetary process.

Requirements:

Members must be active, associate, or active-life members in good standing, or probationary members to be eligible for reimbursement.

Considerations for Approval:

The decision to approve may involve (but not be limited to) the following:

1. Operational benefit of the Training Event to the agency
2. Whether or not the Training Event grants Continuing Education hours
3. Past funding requests from the member
4. Past and expected future service from the member

The decision of CRAT is appealable to the Board of Directors. There is no requirement or expectation that CARS will approve any funding request.

Training Events Required by CARS:

Training Events required by CARS, specifically including courses required for a provider's release level, will go through the General Training Fund Process but will expect to be approved. Members should be aware that there are various pathways locally to complete these Training Events for free; however, CARS is aware not all members will be able to use these pathways. Members should keep in mind that CARS reserves the right to not fund any or all funding requests.

Delayed Reimbursement Requests:

Members may submit requests to CRAT after the fact for Training Events that have occurred within the prior three months with the understanding that reimbursement is not guaranteed.

No individual person at CARS can guarantee pre-approval of reimbursement as each request is considered on an individual basis. Previous funding of a Training Event does not guarantee future funding of the same event.

Training Events Costing More than \$500

Training events costing more than \$500 must be approved by CRAT and then the Board of Directors as a separate agenda item.

Technical Rescue Training Events

Funding for technical rescue Training Events will not be provided through this process. Members seeking reimbursement must contact their appropriate technical rescue team captain.

ALS Certifications:

To foster ALS practice at CARS, a member meeting the Considerations for Approval is able to apply to have the entire cost of ALS certification paid for in full up front. All active, associate, or active-life members in good standing may have that cost reimbursed after certain requirements have been met.

Virginia Department of Health EMS Scholarship:

In order to apply for any funding for ALS certification either by reimbursement or up front, CARS members must apply to the Virginia Department of Health EMS Scholarship first. This scholarship can be applied for up to 30 days after the start of any certification program. Links to this scholarship are available on the CARS website.

Albemarle County Fire Rescue (ACFR) Certification Upfront Funding and Reimbursement:

For CARS members with financial need endorsed by the CARS Training Officer (no proof of financial need necessary), ACFR will provide 50% of the tuition cost for an ALS certification course to be invoiced by the program directly to ACFR. CARS members seeking tuition assistance through this program must contact the Training Officer at least one month before tuition for the class is due.

For all CARS members, ACFR will reimburse 50% of tuition cost for an ALS certification course once certification is obtained (either directly paid, as above, or reimbursed after the fact). Submit proof of payment and Virginia certification at that level to the CARS Training Officer.

CARS ALS Certification Upfront Funding:

To cover any additional costs not covered by the above, CARS members may apply through the General Training Fund Process. Given the increased cost for such programs, ideally the member will apply two months before payment is due.

All applications will be considered, but active, associate, and active-life members in good standing with a reasonable expectation to maintain active, associate, or active-life membership for a year after release at the new level are most likely to be approved.

CARS ALS Certification Reimbursement:

Active, associate, and active-life members in good standing without financial need or who don't receive funding up front will have the remainder of their tuition cost (after applying for the funding methods described above) reimbursed after release to practice at the new certification level.