



CONTINUING EDUCATION INFORMATION

Full time and part time therapists are entitled to continuing education reimbursement for approved continuing education courses. Therapists should review the Continuing Education policy number 10.20 for additional information. All therapists who are required by State law to complete mandatory continuing education units must do so and maintain a record of such. Tuition reimbursement and/or licensure fees are not included in this policy.

The benefit for paid continuing education commences on the first of the month after 1 month of employment. All continuing education courses must have written pre-approval by your Regional Manager.

Once approved, the therapist is expected to pay all course fees and attend the course before submitting a reimbursement request. After the course, the therapist is required to present the course in an in-service to the staff at their facility.

Request for reimbursement is to be submitted to the Payroll Department with the following items:

- 1) Continuing Education Request Form signed by the Regional Manager
- 2) Course description/Outline
- 3) Original receipt or returned check
- 4) Certificate of Attendance
- 5) CEU certificate if applicable
- 6) In-service form for presentation to staff

***We have included samples of #1 & #6 in the following pages.**

Only the course fee is reimbursable. The education day is considered a personal day when applicable. At the end of an employee's work year (based on therapist's annual date of hire), any unused continuing education funding will not be paid out nor will it be carried over to the next year. We have included samples of #1 & #6 above.

MEDBRIDGE

As part of the Continuing Education Benefit, full time and part time therapists can take advantage of our online learning portal through MedBridge. As per your contract, \$100 of your annual CEU reimbursement is automatically applied towards the MedBridge courses. This will be an automatic enrollment completed by Tender Touch.