



## **Policy and Procedure Manual**

### **2018 Edition**

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<b>POLICY NUMBER:</b>	3.25
<b>POLICY NAME:</b>	EMS Licensing / Training Reimbursement
<b>EFFECTIVE DATE:</b>	January 1, 2018
<b>TARGET EMPLOYEE:</b>	All Employees of Tri-Town Emergency Medical Service
<b>POLICY PURPOSE:</b>	To establish the process for the Service to provide reimbursement to employees who are seeking an EMS License upgrade.

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### **POLICY**

1. General Policy:
  - a. With the approval of the Service's Board of Directors, the Service shall allocate funds, within each budget to be used for the purpose of assisting current employees with the cost of an Emergency Medical Service Licensing or Credentialing Course.
    - i. Not to include pre-requisite course
    - ii. Not to include courses required as part of a degreed program that are not required by the National Registry of Emergency Medical Technicians and/or by the New Hampshire Bureau of Emergency Medical Services.
  - b. Employees shall submit an application for each course which the employee is requesting reimbursement for.
  - c. Employees shall meet the minimum requirements for course reimbursement prior to their application being considered by the Service Director and the Service's Board of Directors.
  - d. The Service's Board of Directors shall have the authority to set the amount to be distributed to the employee(s).
  - e. This policy is not intended to pre-pay a course.
  - f. This policy shall not apply to any course provided by Tri-Town EMS.
2. Qualified Employees (all conditions apply):
  - a. Current Employee of Tri-Town EMS for at least six (6) months prior to taking the applicable course(s).
  - b. Receive a recommendation from the Assistant Director or Clinical Coordinator.
3. Application for Assistance
  - a. Application period will be from March 1<sup>st</sup> to March 31<sup>st</sup> for each fiscal year.
  - b. Application is subject to the approval of the;
    - i. Service Director, AND



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#### ii. Service Board of Directors

#### 4. Distribution of Funds

- a. The employee shall be responsible with providing the Service with proof of completion of the course. (typically a certificate of completion or transcript)
  - b. The employee shall be responsible for providing the Service with the upgraded license OR proof of credentialing in the case of non-licensing courses such as a Critical Care Paramedic.
  - c. Any employee who leaves the Service for any reasons prior to the distribution of funds shall not be entitled to the funds.
  - d. The Service Director shall have the authority to recommend a cancellation of the assistance, to the Service's Board of Directors, at any point prior to the distribution of funds, if:
    - i. Employee does not meet the minimum service requirements.
    - ii. Serious disciplinary action is taken against the employee by the Service, MRH, State (to include the New Hampshire Bureau of EMS) or National Registry.
    - iii. The employee withdraws or fails to meet the requirements of the applicable course.
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## REVISIONS

	Section	Changes Made	Approvals	
			By	Date
Original Adoption	N/A	N/A	TTBOD	10/8/17

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## REFERENCES

Section & Section Name	Reference



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## APPROVALS

**Service Director**

**Date**

**Chairman of the  
Board of Directors**

**Date**