# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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| Policy Number: **T- 310** | Page: **1** | of: **2** |
| Title: **Organizational Tuition Reimbursement Requirements** | | |
| Regulatory Authority: **12VAC5-31-1570** | | |
| Date of Issue: **March 1, 2005** | Effective Date: **July 1, 2008** | |

A. The tuition reimbursement program is designed to provide financial assistance in the form of partial tuition reimbursement for Virginia EMS providers who attend EMS certification programs that have not received funding from the Emergency Medical Services Training Fund (EMSTF) program. Tuition reimbursement is awarded only for tuition expenses incurred by the applicant or their agent for which no other source of financial assistance is received. The applicant must request tuition reimbursement using forms designed by and submitted to the Virginia Office of EMS.

B. Reimbursement will be awarded based upon tuition expenses up to the maximum amount defined in EMSTF program.

C. Organizational request for tuition reimbursement for EMSTF supported programs

1. The EMS Agency must have provided financial support for a Virginia Certified EMS provider to attend the training program for which tuition is requested.
   a. Applicants must supply documentation verifying that there were expenses incurred on their part. Acceptable forms of documentation may include:
      i An invoice/bill from the college, training institution or instructor, or
      ii Copies of any cancelled checks paid to the college, training institution or instructor, or
      iii Interdepartmental/organization transfer documentation
2. The applicant must determine and accurately report whether the certification program for which tuition is being requested received funds from the EMSTF program.
3. The EMS Agency can only submit for providers who are actively involved with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the EMS Agency is seeking tuition reimbursement.
4. The EMS agency must submit a completed Emergency Medical Services Training Fund Organizational Tuition Reimbursement Application. Incomplete applications will be returned.

5. The application must be received by the Virginia Office of EMS within 180 days of the provider(s) receiving Virginia Certification at the level for which the tuition reimbursement is sought. Applications not received within six-months will be returned and the request for reimbursement will be denied. Documents must be postmarked before the deadline in order to be accepted.
6. A separate application is required for each type of program tuition that is being requested. For example, do not group Paramedic and Intermediate students together on one application.
7. The funding level for tuition reimbursement for programs that also received EMSTF dollars is determined by OEMS based upon the EMSTF tuition award formula for course sponsored programs.
8. All awards are subject to funding availability and are evaluated in the order received.

D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition re-imbursement is awarded will require return of any awards and the possibility of appropriate legal action.