

**A. Do you reimburse staff for certifications? (e.g. Pediatric certification examination) If so, do you reimburse the full amount? If not, what is the cap on reimbursement? Are you selective in which certifications you will reimburse an associate for? If so, what are they?**

1. I have recently begun to budget for one therapist per year to pursue the APTA PCS certification and have budgeted to support costs of other specialty certifications such as CBIS. This is not an annual expense but varies from year-to-year depending upon staff interest in pursuing a specialty certification. In addition, I budget a small amount of CEU\$/person to create a departmental CE budget for the year. I generally do not allocate the dollars on a per person basis, however, because there are always years where certain individuals do not need to use it and there are other individuals who wish to attend a more costly national conference. As an organization, we have begun to find more value in hosting conferences ourselves. The challenge then becomes having enough coverage to allow a larger number of people to be away from patient care to attend.
2. We have not paid for certification of anyone yet. We have 3 PCS, 1 OT with Hand Therapy certification, and 1 OT with NANT certification. All but 2 earned their certification prior to working here and expect to continue even without support. We have discussed the incentive to offer reimbursement after receiving certification. We do support continuing ed that would help with preparing for the tests and if they receive the certification, they are more likely to meet criteria for advancement on our clinical ladder.
3. We do if it is pertinent to their role/scope and we believe we can tie to a programmatic/growth need. So we wouldn't necessarily do all, usually at the discretion of director. The limit is \$500. For those exceeding, we sometimes require a signed contract if we pay for expensive course/certification that indicates employee must repay if they leave organization within 1-2 years( depends on \$)

4. We pay for exam fees when they pass the exam. We reimburse the full amount of the exam fee. We have a list for disciplines that is pretty extensive (see attached). We also offer a very modest pay bump for an approved certification.
5. We give each therapist \$400 a year to attend classes of their choice. We pay for any certifications if they pass a national test. If the staff member has only been there a year, we guide them in classes they need to serve our patients. We sometimes give extra money if we have a new service line and need therapist to learn something quick.
6. Each staff member is allotted a dollar amount for CE annually, based on the budget. They can use this for professional education, certification as desired although all "requests" go through our senior therapist/audiologist and me for approval. Yes, reimburse for the full amount, but we may be selective based on the departmental needs. If cost exceeds budget, typically the employee is responsible for the balance. On rare occasions when patient care would be negatively impacted or departmental goals require a particular training, we may elect to exceed the budget/employee.
7. NO CEU reimbursement however, I am trying to develop a program. I will sometimes pay for the certification and usually HR will provide a one-time compensation for the certification.
8. We reimburse for certifications. Reimbursement is limited to a maximum of \$750 upon proof of passing the exam. This is a hospital benefit and not specific to the department. We do not have a specific listing of eligible certifications, but we do require that the certification reimbursement that is being requested, be valued added and pertinent to at least 50% of the patient population served by the requesting therapist.
9. We only reimburse \$500 for the PCS, nothing else.

10. We do reimburse staff through pre-approved certifications for an amount of \$1,000 per full time employee. Once they obtain the certification, the individual gets a 2% bonus based on their salary.
11. We instituted a new process this year for continuing education. Our staff has the option between 3 paid professional days or an \$800 reimbursable stipend. The amounts are then prorated for staff less than 0.9 FTE. As for the process, staff pay on their own and then get reimbursed up to the \$800. There are some guidelines instituted by payroll (such as course must be within 90 days of reimbursement, receipts, etc.)
12. We have reimbursed 2 PT's for Schroth certification. It is pricey, and we had to get special funds for this approval. It was driven by our spine surgeons. As far as PCS, we think this was covered once 2 PTs passed the exam about 5 years ago. CE budgets changed though... it used to be one big pot managed by our director of patient care services and it was first come first served. Then, it got divided up and certain amounts got assigned to each department, which has given us less wiggle room. We also have had a PT certified as a Wound Care Clinician.
13. We do not reimburse staff for specialty certifications, UNLESS it is part of their goals for the year and at that point, it may be partially reimbursed. We have a lump sum of money for CEU events/year. Staff apply for these dollars. The decision tree leadership uses for approval is attached.
14. We pay for advanced certifications.
15. We do have some certifications we pay for based on department need. In general, we pay for the entire certification if it is a department need, not just the individual's interest. We do give an average of \$500/year for the individual's professional growth interest which has to be related to the department, but not specifically as for a certification. For example, if someone wanted to take a pediatric certification exam and we didn't feel

that it was integral to the department, we would allow \$500(individual allotment) rather than the full cost which we would do if it was department driven.

16. Each 1.0 FTE gets \$750/fiscal year (amount is prorated for part time employees) to use as they choose for conference registration, hotel, travel, etc. We only pay above the allotted amount if there is a specific need in the department, or if we have asked the employee to get certified or trained in an area that is a need for our patients (e.g. SIPT Certification, etc.).
17. We do not currently reimburse for certifications. We have a clinical specialist position that is one grade higher than a therapist grade. This position may or may not require a certification. There is a requirement for program development/oversight, e.g. vestibular program

**B. Do you put a cap on the number of CEU days allowed an associate annually?**

1. We generally allow three days/year of paid time to attend continuing education. Anything more than that would be considered on personal time.
2. We do not have a limit on days of CEU. The courses we pay for are of course allowed. If anyone pays their own way to a course on days we can manage without them here, we allow "seminar" time. Our seminar time is only paid if it's a weekday they are regularly scheduled to work.
3. We generally allow 2 education days per therapist, but this can be negotiable if it is requested that they attend. Many of the courses we host/sponsor are on weekends.
4. We haven't put a cap on CEU days allowed. We look at it on a case by case basis. Decisions about CE awards (tuition, travel, hotel, CE days) are made by our CE committee of front line staff( chair is one of our managers and the committee renders a recommendation that has to be approved up our chain of command). We have a budget that we have to

work within-for CE days it is our labor standard as they are paid benefit hours. We award both partial and complete CE requests.

5. We pay for 5 CEU days/year
6. We don't cap CEU days for regular CEU that fulfill licensure requirements.
7. The policy is a maximum of 40 hours/calendar year
8. Level 1 therapist gets 2 days for continuing education; Level 2 gets 3 days; Level 3 gets 4 days; and Level 4 gets 5 days.
9. Each full-time staff gets 2 paid days for CEs.
10. It is specified in the employee handbook. ( In addition to the tuition reimbursement program, we encourage continuing education for its employees in an effort to improve their knowledge and skills by providing time and financial resources. Employees will not be requested to reimburse the hospital for the cost of the continuing education under most circumstances. However, should the cost of the course or program, including all expenses, exceed \$2,000, employees will be expected to work at (org #10) for a minimum of two years from the date of the completion of the course. The Request for Continuing Education form shall be completed by the employee and approved by the department manager, Director of Human Resources, and Administrator prior to start of the course. Should employment end prior to this period, the employee must repay [Org #10] a pro-rated portion of the total cost of the course or program. Nursing and allied staff may participate in online continuing education (CE) and certification review that may fulfill your CE requirements, expand your skill set, and enhance your professional practice.) However, we have been a bit flexible on this based on the circumstance(i.e. We host a free course at our facility and we give them the CE day, etc.) A lot of CE's are on weekends. However, for Schroth, that training is a week for the first level and another week for the 2<sup>nd</sup> level.).
11. We don't usually pay for CEU days. We do pay for 1 day/year if the event is one that we ASK a staff member to attend for a specific program development need.

12. We don't cap the number of CE days, but we watch the number of professional leave days.
13. We allow 5 days/year for those individuals up to 5 years of service. It goes up to 10 days/year after 5 years of service, but not many people use all the days.
14. We have not put a cap on the number of CE days, but I have considered doing this. We are very generous with education days, but we may need to limit them.
15. We have considered capping the number of days, but haven't yet taken this step.