

# RN Continuing Education Fund

**Who:** Nurses under the contract

**What:** Reimbursement for continuing education and certification examination costs

Definition of continuing education: Course registration, online courses, CD's, and/or manuals.

*(Does **NOT** pay for memberships to organization or travel expenses)*

**When:** November 1 through October 31. Request forms must be submitted by **November 5**.

**How Much:** \$350 per RN each fiscal year until the fund (\$80,000) is depleted.

## The Facts

1. RN submits a request for education to their Manager for approval.
2. Upon manager approval the RN registers for education or purchases education.
3. A copy of the approved request, Form 603.2 and proof of payment is sent to Nursing Professional Development Specialist (NPDS).
4. The NPDS emails the CE Fund Committee at least twice monthly with requests. After five committee members approve the requests the NPDS notifies the RN.
5. The NPDS keeps a record of the RNs who have requested CE Fund monies
6. The NPDS sends the request form and proof of purchase to Accounts Payable.
7. The reimbursement check is mailed directly to the RN's address.

## The Process

1. Go to the Portal Home Page
2. Select Life Long Learning tab
3. Select "Resources"
4. Select RN Continuing Education folder
5. Select RN Continuing Education Fund folder
6. Choose the RN Educational Professional Development Request form 603.2
7. Enter your name (please print clearly) and department (not cost center)
8. Enter the continuing education request, the cost (include proof of payment), and your home mailing address
9. Submit to your manager who will add their signature in the "**APPROVAL**" box (lower right hand corner).
10. Send to the NPDS. The NPDS will send the requests to the CE Fund Committee for approval.
11. After the CE Fund Committee approval, the NPDS will send the request onto to Accounts Payable.
12. The NPDS will email you that the request is approved and forwarded to Accounts Payable.
13. The reimbursement check will be mailed directly to your home.