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<th>REVIEW/REVISION HISTORY:</th>
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<tr>
<td>Effective: 7/1/10 DOC 880.130</td>
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<td>Revised: 11/14/11</td>
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<td>Revised: 3/1/15 DOC 880.135</td>
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<th>SUMMARY OF REVISION/REVIEW:</th>
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**APPROVED:**

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

2/21/15
Date Signed
**POLICY**

**HEALTH SERVICES CONTINUING EDUCATION REIMBURSEMENT**

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [WAC 357-34](#); [DOC 880.100 Corrections Training and Development](#); [Health Services Licensed Professionals Annual Continuing Education Benefits Grid](#); [Records Retention Schedule](#)

**POLICY:**

I. The Department recognizes the value of ongoing training for professional health services employees and supports continuing education for licensed health services employees according to defined benefits. Employees are encouraged to further their personal and professional development goals through appropriate formal education programs.

II. Other specialized training approved for health services employees is covered by DOC 880.100 Corrections Training and Development.

**DIRECTIVE:**

I. Continuing Education (CE) Reimbursement Guidelines

A. CE reimbursement will be available for job classes that require license renewal.

   1. Health Services will maintain a list of job classes requiring license renewal that are eligible for CE reimbursement.

   2. CE reimbursement will not be approved for classes not directly related to the requester's current job class licensure.

   3. Psychologist 3s and Psychology Associates who choose to maintain a Psychologist or Licensed Mental Health Counselor license instead of the required Agency Affiliated Counselor Registration will be eligible for the CE support necessary to maintain the license, within the limitations outlined in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid.

B. To be eligible for reimbursement, an employee must have:

   1. A minimum of 6 months in permanent full or part-time status with the Department, or

   2. Worked in on-call status at least 2 shifts per week on a consistent basis for a minimum of 6 months, as determined by the Health Services Manager/designee.
C. The Department will not provide reimbursement if the employee leaves state service before completing the entire reimbursement process.

D. CE reimbursement will be approved on a calendar year basis and in accordance with the Health Services Licensed Professionals Annual Continuing Education Benefits Grid.

1. CE reimbursement in excess of the standard set in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid may be considered when adequate lower cost alternatives are not available.
   
a. These requests require case-by-case review and approval by the appropriate Headquarters Clinical Director, Chief Medical Officer, and Health Services Administrator.

2. Any related costs (e.g., lab fees, special administrative fees, videos, books, CDs, supplies, travel, parking, other administrative fees) are not reimbursable through this program.

3. Upon approval from the Health Services Manager, one year's allowance for CE reimbursement may be deferred to the subsequent year to support CE required for license renewal in the subsequent year, if all other eligibility conditions are met.
   
a. Approval of benefit deferral will be documented on DOC 03-011 Health Services Continuing Education Reimbursement Request before the end of the year being deferred.

E. Employees may use administrative leave to attend approved CE classes that occur during their normal working hours, up to the maximum listed in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid.

1. Leave for CE classes must be in accordance with facility work requirements and coverage. Advance approval by the Health Services Manager/Health Authority is required and will be documented on DOC 03-407 Leave Request or through Employee Self Service, as applicable.

2. Employees will be allowed to use available administrative leave to ensure at least 8 hours off-duty between the end of approved CE classes and the start of their next scheduled shift.

3. Employees will not accrue overtime or exchange time when attending classes outside their normal working hours.
II. Request Process

A. Employees will request CE reimbursement using DOC 03-011 Health Services Continuing Education Reimbursement Request. All approvals are required before the class start date.

1. The employee will submit the request to the Health Services Manager/Health Authority through his/her direct supervisor.

2. The Health Services Manager/Health Authority will return the approved request to the employee for retention until completion of the class.

B. CE reimbursement requests may be submitted up to 3 months in advance.

1. Requests approved in advance are subject to the policy in effect at the time the class starts, not at the time of approval.

C. Correspondence/online classes must be completed within 120 days of the employee’s signature date on DOC 03-011 Health Services Continuing Education Reimbursement Request.

III. Reimbursement Process

A. The employee will pay for and complete the class before reimbursement.

B. Upon class completion, the employee will provide the following to the Headquarters CE Reimbursement Coordinator:

1. The approved DOC 03-011 Health Services Continuing Education Reimbursement Request,
2. A copy of the detailed receipt for payment that shows the class title,
3. A completed Form A19-1A Invoice Voucher, and
4. The certificate of successful completion showing the number of CE hours earned.

C. The CE Reimbursement Coordinator will:

1. Record CE information,
2. Determine whether the request meets the requirements of this policy and the criteria in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid, and
3. Forward all requests for reimbursement to the Accounting Office.

D. All requests for reimbursement must be submitted for payment within 90 days following the class end date.
DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-011 Health Services Continuing Education Reimbursement Request
DOC 03-407 Leave Request