

Bensley Bermuda Volunteer Rescue Squad

EMS Course Funding Guidelines

Purpose:

To provide guidance and procedures for requesting payment for EMS training. Programs for EMT-E/EMT-A, EMT-P, and CCEMT-P courses are eligible for this program.

Procedure:

1. Criteria to be approved for funding and reimbursement of training:
 - a. Individual must meet the established minimum eligibility requirements outlined by NREMT or VAOEMS for certification at that level.
 - b. Individual must have a minimum one (1) year as a member of the squad. Any individual entering a program with less than one year of membership will not be eligible for this program.
 - c. Individual must be a member in good standing for the previous one (1) year. The member must not have had any disciplinary action for which they could be dismissed (as listed in the By-Laws Article XIV section 4) within the past year. The member must remain a member in good standing to receive any funding.
 - d. The member must be a cleared AIC to request funding for further EMS training.
 - e. Funding must be available, as determined by the Vice-President of the Rescue Squad.
 - f. Individual must meet with the Training Officer prior to the start of the program to discuss funding opportunities, present course requirements and costs.
 - g. The Board of Directors will serve as the approval authority when requests for funding are made by the Member.
 - h. The Member is encouraged to provide a written endorsement from either a currently cleared provider within the Squad, the Training Officer, ALS Supervisor, and/or the Chief of Operations. These recommendations will be submitted to the Board of Directors and will be taken into consideration during the decision process.
 - i. The member shall sign a contract stating they will adhere to the rules and guidelines as described in this policy. The contract shall be signed by the student and the Squad President and four copies will be kept. The original shall remain in the student's member file, the second copy shall be given to the Treasurer, the third shall be kept in the Training file, and the fourth copy shall be given to the member.

- j. The member shall agree to a commitment to the squad upon completion of the training program. The effective date of this commitment will begin on the date in which the Member first places a unit in service as a cleared, independent AIC at that level. The commitment requirement will be determined based on the cost of the program as outlined below:

i. Less than \$1,000.00	Three Months/72 Hours
ii. \$1,000.00 - \$2,000.00	Six Months/144 Hours
iii. \$2,000.00 - \$5,000.00	Twelve Months/288 Hours
iv. \$5,000.00 - \$8,000.00	Twenty-Four Months/576 Hours
v. \$8,000.00 - \$12,000.00	Thirty Months/1152 Hours

2. Costs borne by the student:

- a. All textbooks and accompanied workbooks will be purchased by the student. The squad will reimburse the cost for mandatory books and workbooks only, with a copy of the purchase receipt and a request for reimbursement. Any educational material described as optional, suggested, or recommended are not eligible for reimbursement.
- b. Incidental costs such as parking fees, uniform fees, required equipment, and lab fees may be submitted as part of course cost at the discretion of the Board of Directors.
- c. Re-testing fees are the responsibility of the student. The squad will cover one (1) written exam, not to exceed \$125 and (1) psychomotor exam, not to exceed \$250.

3. Program Reimbursement:

- a. The Squad will reimburse the member for the educational cost of any accredited program that culminates with the member's eligibility to obtain NREMT's National EMS Certification at that level. Since January 1, 2013, all initial applicants seeking NREMT's National EMS Certification must have successfully completed education from an accredited program or one that is seeking accreditation sponsored by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- b. Semester / Quarter System
 - i. The student will be required to submit billing statements generated by the educational institution as they are billed to the student throughout the course. Statements provided to the

Treasurer will be paid directly to the institution by their due date with approval of the Board of Directors.

- ii. An attestation statement must be submitted by the student and accompany each bill indicating that they remain in good standing with their program and coursework requirements. BBVRS reserves the right to require proof of good standing, if requested. ***Any student attesting to their good standing when they are not in good standing, regardless of their intent, constitutes fraud of this program, and will result in referral to legal authorities for disposition.**

4. Failure to complete the program, maintain a minimum passing grade, or pass certification testing

- a. If the member drops the program or fails to maintain a minimum passing grade (or falls out of good standing), he/she is responsible for all payments made on his/her behalf by the Squad. The student is required to reimburse the squad 100% of its expenses related to the member's training within 90 days of leaving the program.
- b. If the member successfully completes the program, however fails to pass the certification testing within the original eligibility timeframe, the member will be responsible for reimbursing the squad for all payments made on his/her behalf by the Squad within 90 days. This timeframe includes any possible retests required.

5. Program completion requirements:

- a. The member must complete their field training program and be cleared to ride as a provider at the new certification level. Field training must be completed within twelve months of receiving the NREMT and State certification cards. The member must cover their shift as an AIC.
- b. The member is committed to the squad for a term directed by the funding guidelines above. The member must operate in the capacity of an AIC for the duration of the shift. The member must complete the minimum time requirement or the hours equivalent as listed above.
- c. If the member leaves the squad prior to the completing the time commitment, or loses their AIC credentials for any reason, the member will be responsible for refunding the squad 100% of the funding provided within 90 calendar days. The Board of Directors serves as the final decision authority in all matters related to this program, and its decisions in that regard are not appealable to the membership.

- d. Extreme hardship cases which result in the member having to discontinue their service to the rescue squad will be evaluated by the Board of Directors on a case- by-case basis. The Board of Directors may exercise its discretion given the specific circumstances and may choose to reduce or forego the member's financial obligation. This provision should only be exercised under extreme circumstances, which are out of the member's control, and where the squad could not reasonably expect the member to continue their service. (e.g.: Terminal medical diagnosis, complete loss of eyesight, loss of both arms, loss of both legs...etc.) Moving, career changes, school changes, family changes, voluntary enlistment in the military, etc.... are not considered extreme circumstances and are not basis for forbearance or debt forgiveness.