



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

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| SUBJECT: REIMBURSEMENT FOR OCCUPATIONAL THERAPY & RECREATION THERAPY SPECIALTY CERTIFICATION | Policy No.: 706 Revised: December 2015 Supersedes: July 2009 Page: 1 of 2 |
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PURPOSE:

The Occupational Therapy & Recreation Therapy Department supports specialty certification for staff members.

POLICY

1. Decisions regarding the provision of financial support for specialty certification examinations (and/or workshops which lead to certification, e.g. hand, pediatric, neuro or gero certifications) will be based on departmental and treatment area needs in conjunction with the employee's position and educational plan. Certification to be gained will be relevant to the Department's scope of practice.
2. Employee may be assisted with a maximum reimbursement of 80% of the cost to the employee, not to exceed the department annual allocation.
3. Employee will be responsible for reimbursing the Department for all fees should they request to leave the clinical area where the certification can be applied within one year post-reimbursement or resign from employment in the Department.
4. Eligibility for reimbursement:
 - a. Employee has been employed 1 year or longer, is performing at greater than competent level in all areas of the annual performance evaluation, and plans to continue employment for a minimum of one year.
 - b. Area of certification is compatible with employee's current assignment and the annual educational plans of the department, clinical area, and/or employee.
 - c. Employee demonstrates the ability and willingness to share knowledge and skill gained from certification with staff.
 - d. Employee willingly participates in internal and external continuing education events related to the certification area as requested.

**SUBJECT: REIMBURSEMENT FOR
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- e. Employee successfully passes the certification examination or successfully meets all criteria and obtains re-certification.

PROCEDURE

1. Employee discusses request with Clinical Manager or RT Supervisor.
2. If Clinical Manager or RT Supervisor deems the employee generally meets eligibility criteria, they both explore whether financial resources outside of the Department can cover the costs of the request. This can include, but is not limited to, clinical service and other grants. If there are no other resources available, employee proceeds to Step #3 below.
3. Employee fills out request form for reimbursement for certification (see Attachment A) and attaches completed copy of certification examination application or workshop brochure, which include costs and dates and submits this to the Clinical Manager.
4. The Clinical Manager or RT Supervisor will submit recommendation regarding approval to the Director, who makes the final decision for approval. This approval will be contingent on Department funds that are available to cover the requested costs.
5. Director will notify the employee of acceptance or rejection of request with copy of notification to the Clinical Manager or RT Supervisor. Included in the notification will be the amount approved, if applicable.
6. Employee will be reimbursed only after receipt of copies of official document/s that state that certification examination was successfully passed or that workshop attendance was completed.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File