

STANDARD OPERATING GUIDELINES

DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY

S.O.G. E57-05 Revision: 0

SUBJECT: Educational Assistance

DIVISION: Ambulance

INITIAL DATE: 24 February 2003

EFFECTIVE DATE: 24 February 2003

PURPOSE: To establish guidelines for reimbursement of individual's expenses related to training.

APPLICABLE TO: All EMS Personnel

AUTHORITY: DCVFC Ambulance Committee

Related Forms: E03005 – Educational Assistance Service Agreement
E03006 – Educational Assistance Talley Sheet

Policy

1. The Ambulance Division recognizes that in order to ensure a highly trained and qualified volunteer staff, it is customary and often necessary to provide for reimbursement of costs incurred for crew certifications, upgrades and continuing education.
2. The Ambulance Committee shall have authority over the administration of the educational assistance program. Financial disbursement by the Division will be limited by the availability of funds allocated in the annual budget for educational assistance. The Division will make every effort to afford reimbursement to those who apply. However, the Division reserves the right to deny or defer reimbursement to remain within budget constraints.

Procedure

3. The Division shall pay 100% of the tuition, books and fees associated with an approved training course or program of study for active members, or in the case of new members, First Responder or Emergency Medical Technician certification, that attain a passing grade and comply with the following service requirements:
 - A. First Responder
 - a. Obtain Pennsylvania Dept of Health certification upon completion of the course.

- b. Attain driver status within 1 year, age permitting.
 - c. Serve as an active member for 2 additional years.
 - B. Emergency Medical Technician – EMT-B
 - a. Obtain Pennsylvania Dept of Health certification within six months of completing the course.
 - b. Attain driver/3rd, driver/aid or aid status within 1 year, age permitting.
 - c. Serve as an active member for 2 additional years.
 - C. Paramedic – EMT-P
 - a. Obtain Pennsylvania Dept of Health certification within three months of completing the program.
 - b. Attain medical command authorization within four months.
 - c. Serve as an active member, Paramedic, for 4 additional years or 2 additional years with 6 or more years’ service as EMT-B.
 - D. Conventions/Seminars – the member must have served in an active status for the prior 12 months.
 - E. Continuing Education not otherwise included in the above – maintain certification through one renewal cycle.
4. Responsibility of the division:
- A. For initial EMT-P certification, the Division shall pay, on behalf of the member, 50% of all related expenses necessary to begin the course(s), excluding books. Upon successful completion of the course(s) the Division shall reimburse the student for remaining approved expenses, including books. The Division shall not advance more than 50% of the initial expenses.
 - B. For EMT-B or First Responder, the Division will pay 100% of tuition and fees on behalf of the member.
 - C. For conventions and seminars, the Division will pay 100% of tuition and fees, on behalf of the member, for members meeting the service prerequisite.
 - D. For continuing education classes, the Division will pay 100% of tuition and fees, on behalf of the member.
 - E. The Division reserves the right to hold reimbursement until all documentation, as described in 5B through 5E has been received and verified.
5. Responsibilities of the member.
- A. Members applying for training as an EMT-P, shall notify the Division in writing by March 1 of the year in which they anticipate beginning the certification program. A listing of the courses, timeline for completion and outline of expected cost for the program shall be included.
 - B. Shall sign a service agreement for each certification program paid for by the Division.
 - C. Shall supply evidence of completion and certification to the Ambulance Captain.
 - D. Shall obtain Pennsylvania Dept of Health certification within six months for certifications obtained outside the Commonwealth.
 - E. Upon completion of a course, shall forward related invoices, statements, receipts or other proof of payment documenting approved expenses to the Division Treasurer. Any amount received for book “buy back” programs shall be indicated.

- F. Shall reimburse the Division for any expenses incurred by the Division, relating to training, for courses not satisfactorily completed, conventions and seminars not attended and continuing education classes not attended or completed. For certification courses, if the member leaves the Division or becomes inactive the member shall reimburse the Division as follows:
- i. First Responder or EMT-B:
 - 12 months or less – 100%
 - 12-24 months – 50%
 - 25-36 months – 25%
 - ii. EMT-P: 18 months or less – 100%
 - 19-36 months – 50%
 - 37-60 months – 25%
- G. The student may request the Division to make 100% payment on behalf of the student for EMT-P certification courses; however when doing so the student shall include payment to the Division for their obligation with the request.

Approved: /s/ C. Glenn Feveryear
Vice-President