

Continuing Education Clinical Certifications & Transition Degree (Guidelines)

Steps for beginning a clinical track:

- Written request or e-mail to include which track, timeframe, approximate cost, and program of interest.
- Interview (personal or by phone) to establish need and personal goals.
- Sign contract (if required). Associates who separate with Advance Rehab within six months of receiving certification must reimburse the full expense of all cost associated with this policy.

Board Certifications

Advance Rehab will pay for board certification examination if passed. The Staff Physical Therapist will also receive a one time bonus of \$1000 for passing the certification exam. Any request for certifications other than American Board of Physical Therapy Specialties must be approved by corporate members. Has to be repaid if leave the company within six months.

Specialty Certifications

Employee will receive the following benefits:

1. \$1000/yr CEU money per calendar year.
2. \$500/yr Extra (to be repaid if certification not achieved)
3. Full amount of examination fee and any remaining amount over \$1,000 (to be repaid if certification not achieved).
4. Time out of clinic.
5. \$2500 base increase for all Physical Therapist. (Staff and Directors)

Approved programs – University of St. Augustine, Maitland, McKenzie and NAIOMT.

Transitional Degrees

Transitional DPT or advanced degrees will be subject to review as above on a case by case basis. Tuition assistance will be available via a service contract, but the amount depends on the program in which you enter. Costs and requirements vary considerably between programs.

Clinical Education Guidelines

- Complete Continuing Education request form.
- Directors to approve courses for clinical relevance.
- Six months of employment required for continuing education benefits.
- If employee leaves within 3 months after course completion, he or she must reimburse the full expense of the course.
- Two paid weekdays allowed to attend training.
- \$1,000/calendar yr allowed for tuition, travel, room and food. (\$1,500 if progressing toward approved certification)
- Travel mileage- 37 cents per mile allowed (to be included in \$1,000/yr allowance).
- Air fare to be approved by director, and included in the \$1,000 allowance.
- Car rental to be approved by director, and included in the \$1,000 allowance.
- All expenses will be documented on an expense report and labeled “Continued Ed.”, and all receipts retained. (Expense Code 6340)
- Employees are encouraged to manage their Continuing Education Time to avoid expense “pile ups”.

Continuing Education Request and Reimbursement Procedures

1. Complete “Continuing Education Request Form” and submit to director for approval.
2. Director will forward approved request to HR department for personal file.
3. Therapist record expenses on Expense Report and keep receipts—all should be given to the Accounts Payable Department.
4. It is the therapist’s responsibility to keep up with continuing education budget, but Accounts Payable will have records.