

## Purpose; Promote and support EMS/Trauma Education;

### Project; provide funding for EMS/Trauma Courses;

EMTS training is a priority for the Northeast Colorado RETAC. In this effort on a funds available basis, agencies can apply for EMS/Trauma course reimbursement.

*The Northeast Colorado RETAC has set aside funds to assist EMTS agencies in the region to obtain rural outreach continuing medical education.. To qualify for this assistance;*

1. The agency must be an entity providing EMS/Trauma care in the Northeast Colorado NCRETAC
2. Providers listed in the roster must be affiliated with the entity providing EMTS in the NCRETAC.
3. Entities must demonstrate that the CME was outreach only and not in house CME.
4. Instruction must be rural outreach. (instructors not available by rural agency staff)
5. Demonstration of the students from an outside entity and not affiliated with the instruction entity.
6. Entities must fill out the attached form and return to the Northeast Colorado RETAC coordinator.
7. Funds will be reimbursed to agencies not individuals.
8. The Northeast Colorado RETAC is not a billable party for instructors, books, fee's etc.
9. Discounts "reduced tuition, or no tuition" must be the same for all students.
10. To qualify for reimbursement classes must be advertised at least 30 days in advance of the course by sending details,(Topic, Date, Location, costs if any) by flier or email to [ncretac@ncretac.org](mailto:ncretac@ncretac.org)
11. For class size of 5 students or less the reimbursement will be \$30.00 per student, no mileage

#### *Unqualified expenses*

- A. Refreshments
- B. College Tuition courses (certifying entity means ACLS, TNCC, ABA, not college tuition)
- C. In house CME

### Qualifying expenses listed in the form

1. Entities applying for reimbursement are required to enter the information in the form completely.
2. Instructors
  - a. Traveling instructors not already a salaried employee of the applying agency!!
    - i. If however the instructor is paid on a per hour basis and is not already receiving reimbursement for services it is appropriate to enter the instructor fee.
    - ii. Instructor fee per 8 hour day or \$25 per hour not to exceed \$200.00, attach a copy of a signed invoice from instructor with the billable party as the entity making the application for reimbursement.
  - b. For practical skills events We will reimburse instructor positions using a formula of 1 instructor for every 6 students residing in or providing services for an agency in the Northeast Colorado RETAC,
    - i. If a course is greater than 6 students but less than 12 it would be appropriate for 2 instructors.
    - ii. For straight lecture topics \$25 per hour for one instructor not to exceed one 8 hour day will be reimbursed.
3. Documentation needed
  - a. Mileage @ .40 cents a mile showing start location, destination and back; attach mileage statement.  
**Minimum of 100 miles per instructor (round trip).** Maximum of 250 miles round trip.
  - b. Show proof of payment and mileage reimbursement by entity to the instructor for specific course.
  - c. Invoice from certification entity (for example, Colorado ALS, American Burn Association, Emergency Nurses Association etc..
  - d. Invoice Books (only if purchased for this course)