

Request for Professional Development Policy and Form

All Requests must be submitted to the RAC office by the first Friday of each month.

To receive reimbursement for professional development, the institution / agency must be a voting member in good standing of RAC-R and the institution for FY 2027 / agency must follow the procedures outlined below.

1. Submit request by the first Friday of each month, **including** a copy of the course description showing the name of the course, the date, the cost, along with proof of payment. Requests will only be considered *prior* to the course. RAC-R will *not* approve requests for reimbursement submitted **after** the course is completed. **Travel expenses are the responsibility of the institution / agency / individual.**
2. Individuals / institutions / agencies submitting requests must have this form signed by their RAC-R Representative. Additionally, the RAC representative attests that the course is for initial or first-time certifications only. If it is discovered to be a re-certification or re-training, the member organization will be responsible for the cost of the course, reimbursement, if appropriate, to the RAC and any expenses incurred by the RAC in obtaining reimbursement.
3. Notification of approval / disapproval of request will be made by e-mail to the contact person listed below.
4. To obtain reimbursement for approved professional development, the institution / agency / individual must submit a copy of the certificate of completion **within two weeks** of completion of the course by e-mail. **Inability to meet this timeframe must be communicated with the RAC office at which time an extension may be granted.**
5. Submit **this completed form with attached course description and proof of payment to:** racinfo@rac-r.com

Institution / Agency:		Date of submission:		
Contact name:		Phone:		
Contact email:		Cost per person:		
Course date / dates:		Course location:		
Course	Number CE available	Number of CE hours you will attend	Attendee name	Attendee email

The following expectations have been instituted for individuals accepting grant funds for education. Expectations are:

- Attend educational sessions each day.
- Sign in and out during each session as required by the conference organizers to verify session attendance.
- You will be a good steward of these grant funds and maximize your professional growth through education, networking, and sharing the knowledge you attained with other members of your organization.

Course tuition will be paid for by and, upon documented completion of the course, reimbursed to:

☐ Institution / Agency

☐ Individual (complete mailing address below)

Mailing address: _____

I agree to the terms listed above. Further, I attest that this course is an **INITIAL** course, not a course for re-certification and that the individuals listed above have never received the training for which reimbursement is requested. **I have also reviewed for completeness of documentation including mailing address for reimbursement to individuals.**

Signature of RAC-R Representative

For RAC Office use only	RAC Approval Signature:	Date of Approval:	GL: Sys Dev.
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General Provisions

For the FY 2027, the following rules apply:

1. A maximum of \$1,000 per person is reimbursable. Courses costing more than \$1,000 per student requires Board approval.
2. Each student will only be allowed reimbursement for one course.
3. A RAC member may request tuition reimbursement for a previously attended course listed on the pre-approved course list only after four years of completing the original course if the course material has undergone a revision. Card Courses are Excluded.
4. Classes offered in-house must meet minimum enrollments and must be open to other RAC-R member agencies / institutions in good standing. Agencies / institutions must submit the sign-in sheet, an invoice from the instructor, proof of payment of that invoice, and copies of certificates for those completing the class.
5. Individuals submitting requests for reimbursements will be reimbursed once approved and signed by your RAC-R representative for your facility. That representative may be the Trauma Program Manager at your hospital or EMS director.
6. RAC-R reimburses only for tuition costs, not meals or travel.
7. RAC-R does not reimburse tuition for courses available elsewhere at no cost.

Funding

1. All requests for Professional Development must be in the RAC by 5:00 p.m. on August 6, 2027.
2. All classes must be completed by August 15, 2027.
3. All documentation for reimbursement must be submitted to the RAC by 5:00 p.m. on August 15, 2027.

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The courses listed below are examples previously approved by the board. Other courses may also be eligible for approval. All requests for reimbursement must be sent prior to the course date and include a copy of payment for the course.

I. Education for EMS

1. Approved ICD-10 Workshop
2. Approved Geriatric Care Course
3. EMS Medical Director Courses
4. Trauma Injury Prevention Courses
5. Tactical Medical Training for EMS
6. Critical Care Review Course
7. Texas EMS Trauma and Acute Care Foundation (TETAF) / American College of Surgeons (ACS) Trauma Related Courses
8. Initial Instructor Certification for Trauma Related Courses ie: PHTLS, ITLS
9. Pediatric Education for Prehospital Professionals (PEPP)
10. Advanced Burn Life Support (ABLS)
11. Regional Healthcare Preparedness Coalition Symposium
12. Texas EMS Conference
13. Field Training Officer Course
14. American Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) OB Critical Care Course
15. Other courses approved by the Board

II. Education for Hospitals

1. Approved ICD 10 Workshop for Trauma Staff
2. Advanced Burn Life Support (ABLS)
3. Advanced Trauma Life Support (ATLS)
4. Advanced Trauma Care for Nurses (ATCN)
5. Association for the Advancement of Automotive Medicine (AAAM)
6. American Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) OB Critical Care Course
7. American Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) Perinatal Bereavement Course
8. RN Specialty Review Courses
9. Trauma Outcomes Performance Improvement Course (TOPIC)
10. Texas EMS Trauma and Acute Care Foundation (TETAF) Hospital Data Management Course
11. Society of Trauma Nurses (STN) Conference
12. Approved Geriatric Care Course
13. Trauma Care After Resuscitation (TCAR)
14. Pediatric Care After Resuscitation (PCAR)
15. Trauma Designation Education Course (TDEC)
16. Trauma Medical Director Courses
17. Trauma Injury Prevention Courses
18. Texas EMS Trauma and Acute Care Foundation (TETAF) / American College of Surgeons (ACS) Trauma Related Courses
19. Trauma Related Courses- Initial Instructor Courses
20. Regional Healthcare Preparedness Coalition Symposium
21. Other courses approved by the Board

- **Other classes may be approved on a case-by-case basis.**
- **The RAC reserves the right to deny approval of classes.**

Questions should be directed to racinfo@rac-r.com