

**County of San Bernardino
Department of Behavioral Health**

Training Tuition Reimbursement Procedure

Effective Date 7/1994
Approval Date 4/17/08



Allan Rawland, Director

Purpose To provide guidelines for employees to obtain approval and receive tuition reimbursement for approved trainings and educational events to meet training, licensure, certification and/or registration requirements that are a condition of their employment, and/or improve their job-related education or career development, or to reimburse membership dues in professional organizations, as required under the County's Memorandum of Understanding (MOU).

Procedure Follow the steps below to obtain approval and receive tuition or membership dues reimbursement:

Step	Action
1	Obtain and complete the Education Assistance Program (EAP) form (obtain this form from the regional/program secretary). Note: If payment is being made with a procurement card, indicate this on line #6 of the EAP and state the name of the cardholder.
2	Submit the EAP form to the Supervisor for approval.
3	After the Supervisor approves, the EAP must be initialed by the Program Manager or Administrative Manager.
4	The EAP must then be forwarded to the Deputy Director for approval (signing as the Department Head). Note: This step applies to all employees under the Program Manager II or Administrative Manager level.
5	For employees at the Program Manager II level and above, the EAP form must be approved by their Supervisor and forwarded to the Assistant Director or Director for approval.

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Training Tuition Reimbursement Procedure, Continued

Procedure (continued)

Step	Action
6	<p>After all signatures have been obtained, send the EAP to Fiscal Services - 0026, for distribution of the form and processing of payment.</p> <p>Note: The EAP must be received by Fiscal Services thirty (30) days prior to the payment deadline. If the deadline is not met, the employee must pay fees and be reimbursed. The only exception to this rule is when an EAP is being completed for use of Department funds, rather than MOU funds, or an EAP for college tuition. Employees should make every effort to complete and submit the EAP as soon as they are aware of the training.</p> <p>Important: Please see the County's <i>Education Policy, No. 06-03</i>, for training/education evaluation and reimbursement procedures, as trainings and educational courses-when applicable, may require verification by the County's Personnel Division to ensure legitimacy and minimum grade requirement is met.</p>