



ALL ABOUT SPEECH & LANGUAGE

Procedures for Receiving Continuing Education/Training Reimbursement

AASL employees are eligible to receive continuing education/training reimbursement, as funds are available. These funds are on a case-by-case basis, directly dependent on the level of impact the training will have on the growth of the individual and the future growth of AASL as a whole. The following areas must be affected by such training:

- Obtain job-related skills
- Increase current skillset
- Impacts AASL business

FINANCIAL NOTICE: Any reimbursement by AASL will be fully refunded by the employee to AASL if he/she resigns or is terminated within two years of the date of reimbursement. This applies to ALL trainings whether initiated by the Employee or the Employer. AASL reserves the right to access all materials provided at the time of training during the Employee's employment.

To apply for Continuing Education/Training Reimbursement, the employee must:

Submit the following documentation to AASL before the training program:

- Completed Continuing Education/Training Request Form; and,
- Copy of Program Details; and,
- Copy of the Cost of the Program.

Submit the following documentation to AASL within thirty (30) days after completing the program:

- A copy of the Certificate of Completion; and,
- A receipt or cancelled check for the related continuing education/training expenses.

If the Continuing Education/Training requires the employee to miss a workday, they must:

- Receive prior approval from their supervisor to participate in the training, and
- Use the Continuing Education/Training Request Form to document this approval.

If Continuing Education reimbursement includes any travel expenditures, they must:

- Document such needs on the Continuing Education/Training Request Form, and
- Submit such expenses in the form of paid receipts to AASL at the same time the receipt and/or cancelled check for the program expense is submitted. This reimbursement **MUST** receive prior approval with clear understanding of the category and cost of the expense.

Upon receipt of the required documentation as outlined above, AASL will process the reimbursement request. The reimbursable expenses will be paid within thirty (30) days of receipt of all necessary documentation.

Continuing Education/Training Request Forms are available on the Employee Website.



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Continuing Education/Training Request Form

Name _____

Date _____

Department _____

Status: ☐ Full Time ☐ Part time

Date of Hire _____

Manager's Name: _____

Title of CE/Training Program (attach brochure) _____

Dates/Times of CE/Training Program _____

Mark those that apply: ☐ Obtain job-related skills, explain _____

☐ Increase current skillset, explain _____

☐ Impacts AASL business, explain _____

Cost of the CE/Training Program \$ _____

For reimbursement consideration, the employee must provide cost and program information prior to the date of the CEU and submit this approval form. A copy of completion, and written documentation of the tuition payment must then be provided to AASL within thirty (30) days after completion of the training activity. Exceptions to this may be granted only when the Certificate of Completion is not made available within thirty (30) day period. Reimbursement is based on the availability of funds.

Employee's Signature _____

Date _____

Time off: ☐ Approved ☐ Denied Amount Approved for Reimbursement \$ _____

Request approved/denied by: _____

Title _____

Reason for approval or denial _____

Manager's Signature _____

Title _____

Date _____