EMS Course Budget Approval

CHAPTER:	1000	Number:	1060	APRROVED:	2.20.2014
REPLACES:					
Last Revised:			REVIEW:		
APPROVED:			Jeffery Rogers, Medical Program Director		
APPROVED:			Scott Weninger, Chair		

I. Purpose:

To provide guidelines for developing an EMS course budget.

II. Policy:

The Kitsap County EMS office program manager will review and approve all EMS course budgets.

III. Procedure:

The following guidelines shall be used for all Kitsap County EMS council provided/ sponsored training:

A. The Kitsap County EMS council training coordinator shall prepare a course budget for all training courses provided or sponsored by the Kitsap County EMS council. Course budgets will be submitted to the program manager for final approval 30 days prior to the scheduled start date of the course.

B. Training course budgets shall consist of both expense and revenue categories and shall be submitted using the training course budget form.

C. Payment to course lead instructors an assistant instructor shall be consistent with the rate schedule approved by the board of directors.

D. Payment for special guest instructors such as physician shall be agreed upon an approved by the program director prior to scheduling the course.

E. Payment for test team fee shall be consistent with the rate scheduled approved by the board of directors.
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2. Food may be provided to test team members, as necessary. The amount shall be identified in the course budget.

F. Course tuition shall be consistent with the course fee schedule approved by the board of directors. Student materials such as textbooks, workbooks, etc may be charged in addition to the course tuition and should be reflected as a separate line item.

G. When preparing a budget for training course not listed on the course fee schedule, the training coordinator should use the following guide to develop the course tuition:
    1. (total expense budget)- (grant, other revenue)/(number of students enrolled) = course tuition per student.
    2. An additional student fee may be charged for non-member agencies.

H. Kitsap County EMS council member agency shall receive enrollment priority for all courses provided by the Kitsap County EMS council.

I. Printing of course material shall be through the Kitsap County EMS office. In the event it is more cost effective to use an outside printing source, printing costs shall be identified in the course budget and must be approved prior to printing.

J. No purchases will be reimbursed that have not been identified in the course budget and/ or without prior approval from the program manager.