Training Program Course Billing

CHAPTER:	3000	Number:	3110	APRROVED:	10.13.2020
REPLACES:	New Policy				
Last Revised:			REVIEW:		
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

I. **PURPOSE**
   To standardize the administration of KCEMS training programs.

II. **POLICY**
   All training programs, except OTEP, held within Kitsap County must abide by the procedure below.

III. **PROCEDURE**
   A. **All instructors for training classes will be compensated based upon the pay matrix listed below**

   EMT Class (180 hours, multiple needs: logistics, testing, grading, coordination, oversight)

   * Class must have 20 students registered at time of deadline to commence.

   * Only one SEI /Lecturer/instructor will be paid per hour*

Course Coordinator/SEI	$35/hour
Lead Instructor/SEI	$35/hour
Guest Instructor – Non SEI	$30/hour
Skills Evaluator	$20/hour

   I.V. Tech Class (48 hour class, lecture, logistics, testing/grading, practical oversight)

   * Class must have 6 students registered at time of deadline to commence.

   * Only one SEI /Lecturer/instructor will be paid per hour*

Course Coordinator/SEI	$35/hour
Lead Instructor/SEI	$35/hour

Guest Instructor – Non SEI	$30/hour
Skills Evaluator	$20/hour

ESE Evaluator (6-8 hr class, teaching experience needed, coordination, class oversight)

* Class must have 6 students registered at time of deadline to commence.

Main Instructor	$35/hour
Instructor/Evaluator	$20/hour

ALS/ILS OTEP Instruction (Base Station)

Lead Instructor- MD or EMT - P	$400/session
Skills Evaluator	$50/hour

ACLS/PALS (if separate class than ALS/ILS OTEP

Lead Instructor contracted with AHA certified instructor

B. BILLING

1. All districts will be invoiced for classes by the EMS Office approximately within one week after the class deadline, with the exception of EMT Class to be billed within the first week of class. All invoices are due net payment of sixty (60) days.

2. Use of the EMS Office QuickBook account will be acceptable form of payment for registration of classes. The EMS office QuickBook account excepts Visa and debit cards.

3. The EMS office will send out an invoice through QuickBooks once the application has been received prior to application deadline. Payment through QuickBooks will be required before the start of class for all students who are non-agency sponsored (self-paying) for the class.

4. Tuition for nonaffiliated student must be paid in full before the first day of class. If payment is not made prior to the start date, the student may not sit in class.

5. After the class deadline all classes, with the exception of the EMT class, upon billing will be nonrefundable whether or not the student attends.

6. Approved EMT Course applicants must put down a $300 deposit towards cost of books and supplies. This deposit is refundable until the books are ordered. After the books are the deposit is non-refundable.

C. Cancellation / Withdrawal Policy

1. Students who cancel or withdraw before the course begins will receive a refundminus all fees and supplies.

2. Students who withdraw during the first week of class, will receive 50% of the course tuition.

3. No refunds will be given after the first week of class.

D. Training Coordinator must give the billing administrator and SEI a class roster within 5 days of the class deadline.