

Madison County Department of Emergency Medical Services

Standard Operating Guideline



Title	Training Requests
Number	021
Adoption Date	1/1/07
Revision Date	
Approved by	Lewis Jenkins, EMS Director



Purpose:

To facilitate the efficient management of recertification training, as well as accommodate individual requests for required training. All Madison County EMS career personnel will adhere to the following guidelines:

1. All personnel will submit a request for specialized training using the standard Madison County "Request to Attend Training Class" form to the EMS Lieutenant a minimum of 30 days prior to the start of the desired course.
2. The EMS Director will review and approve or disapprove individual training request. If approved fill out a leave request form and give it to the EMS Lieutenant or Director. Be sure to mark on the leave request CE class, so you are not charged leave. *Please attach copies of any certifications that are required for the class. The EMS Lieutenant will register the employee for the class and make room arrangements.
3. Approval of requests for specialized training will be considered under the following priorities to ensure that departmental capabilities are not eroded and that budget constraints are maintained:
 - A. Requests for training based upon recertification requirements
 - B. Requests for training based upon an identified new capability being developed within the department.
 - C. Requests for training to enhance communication or management skills.
 - D. Request to attend seminars, conventions, and symposiums.
4. In the event of disapproval, an employee may attend the requested training on his or her own time and at their own expense.
5. Upon completion of training, the person that received the training will submit: records, certificates, or transcripts as evidence of satisfactory completion of the training; detailed (receipts) accounting of all expenditures, advanced or reimbursable; and a copy of the approved "Request to Attend Training Class form" with a note requesting reimbursement to the EMS Lieutenant. This will be accomplished within three (3) working days after the completion of the training. **After 30 days post course completion absolutely no reimbursement / payment will be made by Madison EMS.**
6. If employment is terminated for any reason, employee will reimburse Madison County the full amount of the class and all expenses including hours paid, food, and lodging. If you are scheduled to take a class after your last day of employment and Madison County funded this course then you are expected to reimburse Madison County for all expenditures. Failure to complete a course for any reason constitutes an incompleteness and reimbursement is mandatory.
7. Madison County will only pay for training received within the state of Virginia. Any

deviation from this must be approved by the Madison Board of Supervisors and the EMS Director.