



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
7/29/21

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 880.135**

**POLICY**

TITLE  
**HEALTH SERVICES CONTINUING EDUCATION  
REIMBURSEMENT**

**REVIEW/REVISION HISTORY:**

Effective: 7/1/10 DOC 880.130  
Revised: 11/14/11  
Revised: 10/22/12  
Revised: 1/14/14  
Revised: 3/1/15 DOC 880.135  
Revised: 7/29/21

**SUMMARY OF REVISION/REVIEW:**

Policy Statement I., Directive I.C., II.B.1., II.C.1., III.A.1. & 2., and IV.A. - Removed unnecessary language  
Policy Statement II., Directive I.A.2., I.B.2., I.C.2. & 3., II.A., II.A.1. & 2., I.C., III.B., IV.A.3., and IV.B.1. & 2. - Adjusted language for clarification  
I.A., and II.B. - Added clarifying language  
Removed II.A.1.a. that approval of benefit deferral will be documented before the end of the year being deferred  
Removed II.A.2.a. that requests over the amount allowed in the grid must be approved in advance and subject to policy requirements in effect at the time the class starts  
Removed II.B.1.a. that requests approved in advance are subject to policy requirements in effect at the time the class starts  
Removed II.C.1. that requests will be submitted through an employee's direct supervisor  
Removed IV.A. that classes must be completed within 120 days of employee's signature  
Removed IV.B. that reimbursement requests must be submitted for payment within 90 days following end date of the class

**APPROVED:**

Signature on file

**CHERYL STRANGE**, Secretary  
Department of Corrections

6/25/21

Date Signed

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|                                                                                                                                                                 | <b>TITLE</b><br><b>HEALTH SERVICES CONTINUING EDUCATION<br/>REIMBURSEMENT</b> |                              |                                     |

## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 357-34](#); DOC 830.100 Leave; DOC 880.100 Corrections Training and Development; [Health Services Licensed Professionals Annual Continuing Education Benefits Grid](#); [Records Retention Schedule](#)

## POLICY:

- I. The Department supports and recognizes the value of ongoing training and continuing education for licensed health services employees. Employees are encouraged to further their personal and professional development goals through appropriate formal education programs.
- II. Department-provided specialized training approved for health services employees is outlined in DOC 880.100 Corrections Training and Development.

## DIRECTIVE:

- I. Eligibility
  - A. Continuing Education (CE) reimbursement will be available for job classes that require license renewal. The employee will pay for and complete the class before reimbursement.
    1. Health Services will maintain a list of job classes requiring license renewal that are eligible for CE reimbursement.
    2. Psychologist 3s and Psychology Associates who choose to maintain a Psychologist or Licensed Mental Health Counselor license instead of the required Agency Affiliated Counselor Registration will be eligible for reimbursement to maintain the license within the limitations outlined in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid.
  - B. To be eligible for reimbursement, an employee must have:
    1. A minimum of 6 months in permanent full or part-time status with the Department, or
    2. Worked on-call for at least 2 shifts per week on a consistent basis for a minimum of 6 months as determined by the Health Services Manager/designee.
  - C. Reimbursement will not be approved:

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1. For classes not directly related to the requester's current job class licensure.
2. For any class-related costs (e.g., lab fees, special/administrative fees, videos, books, CDs, supplies, travel, parking).
3. If the employee leaves state service before completing the class.

## II. Request Process

- A. Employees may request reimbursement annually per the Health Services Licensed Professionals Annual Continuing Education Benefits Grid.
  1. Up to one year's allowance for CE reimbursement may be deferred for license renewal in the subsequent year, if the employee remains eligible.
  2. The appropriate Headquarters Clinical Director, Chief Medical Officer, or Health Services Administrator may approve CE reimbursement in excess of amounts allowed in the grid when adequate lower cost alternatives are not available.
- B. Employees will request CE reimbursement/benefit deferral using DOC 03-011 Health Services Continuing Education Reimbursement Request.
  1. Requests may be submitted up to 3 months in advance.
- C. Requests must be approved by the Health Services Manager before the class start date.
  1. The Health Services Manager will return the approved request to the employee for retention until completion of the class.

## III. Leave

- A. Employees may use administrative leave, up to the maximum listed in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid, to:
  1. Attend approved CE classes during their normal working hours.
  2. Ensure at least 8 hours off-duty between the end of approved CE classes and the start of their next scheduled shift.
- B. Leave requests will be approved in advance and submitted per DOC 830.100 Leave.

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- C. Employees will not accrue overtime or exchange time when attending classes outside their normal working hours.

#### IV. Reimbursement Process

- A. The employee will provide the following to the CE Reimbursement Coordinator within 90 days following the class end date:
1. The approved DOC 03-011 Health Services Continuing Education Reimbursement Request,
  2. A copy of the detailed receipt for payment that shows the class title,
  3. A completed [A19-1A State of Washington Invoice Voucher](#), and
  4. The certificate of successful completion showing the number of CE hours earned.
- B. The CE Reimbursement Coordinator will:
1. Document and maintain CE information,
  2. Ensure the request meets the requirements of this policy and the criteria in the Health Services Licensed Professionals Annual Continuing Education Benefits Grid, and
  3. Forward all requests for reimbursement to the Accounting Office.

#### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### ATTACHMENTS:

None

#### DOC FORMS:

DOC 03-011 Health Services Continuing Education Reimbursement Request