

Certification Program Reimbursement Request

Please complete request and submit to your assigned recruiter.

****You must be employed with TNAA to request reimbursement.****

Title:	Certification Reimbursement Program
Purpose:	TNAA will reimburse the cost of an RN specialty exam or recertification fee, up to \$400. Reimbursement shall include cost for CNOR, CCRN, CEN, PCCN, CEN, and RN-BC certifications. We offer this incentive to employees to further their education and career development. Other certifications will be at the discretion of TNAA Clinical Directors & VP of Clinical Services.
Eligibility:	<p>RN must have completed three assignments and have an active or pending assignment at time of reimbursement. RN must have no previous disciplines (determination will be at Clinical Director discretion) to be eligible for certification reimbursement of up to \$400.00.</p> <p>RN must have completion of certificate; the weeks on assignment will start to count towards the minimum goal of 39-weeks or 3 completed assignments to be eligible for reimbursement.</p>
Disqualifications:	Termination from any assignment as a result of a major clinical error or unprofessional conduct could result in disqualification from the reimbursement program, which will be determined by the VP of Clinical Services.
Reimbursement Process:	<p>Reimbursement is paid in a lump sum upon the successful completion of the certification, and all eligibility requirements must be met in order to receive payment from TNAA.</p> <p>Fill out the provided form requesting reimbursement upon completion of the certification.</p> <p>Clinical Department will coordinate the reimbursement with the Payroll Department.</p>



PLEASE PRINT CLEARLY:

Name: _____

ID/SSN: _____

Mailing Address: _____

City/State/Zip: _____

Anticipated Program Start Date: _____

TNAA Employment Start Date: _____

I hereby acknowledge that I have read and understood the terms and conditions as provided above in the TNAA Certification Reimbursement process. This request must be completed in full and is to be submitted to your assigned recruiter.

Applicant's Signature: _____

Date: _____