

# Short-Term Training

## A. Courses That Qualify for Reimbursement

Short-term training refers to formally organized "not-for-credit" instructional programs that last at least half a day and no longer than six (6) weeks. They have as their main purpose to improve your skills and/or knowledge related to your current or anticipated job responsibilities. DHMH provides reimbursement and may approve work release time so that you can participate in short-term training that directly relates to your direct patient/client care or support duties and responsibilities. Short-term training programs:

1. Are programs that academic organizations or other public or private training agencies conduct or sponsor; or
2. Are professional meetings, conferences, workshops, seminars, and conventions that provide you with significant training and education; or
3. Are programs that may award you "Continuing Education Units" (CEUs) and/or "Continuing Medical Education Units" (CMEUs); but
4. Are not meetings or programs conducted or sponsored by our Department or any other Maryland State agency; or
5. Are not meetings or programs conducted or sponsored by a Federal agency to review changes in or introduce new regulations.

## B. Reimbursement Limits

We will approve only **one request for up to \$150** from you each fiscal year (that is, the ending date of the requested program occurs between July 1 and June 30). If you're a part-time employee (working 50% or more), we'll reimburse you on a pro-rated basis. We reimburse you only for registration and/or tuition expenses that you've incurred. Also, we'll reimburse no more than four (4) employees from the same hospital, residential center, laboratory unit, local health department, or a Headquarters administration unit/agency attending the same program in the same fiscal year.

## C. Eligibility for Work Release Time

Due to staff shortages, the Office of Human Resources, will no longer allow for the discretionary time off. Your appointing authority must approve release time requests for Short Term Training. A memo or statement from the Appointing Authority must state the hours the employee is approved for leave.

Part-time employees (working 50% or more) will be obligated on a pro-rated basis. For employees in the automated time keeping system, your absence would be coded "79" (Out-Service Training). Your appointing authority or designee must first approve your request for any work release time.

## D. Applying for Short-Term Training Reimbursement

Working directly with your respective unit's Out-Service Training Coordinator, the application package must include:

1. An Application for Out-Service Training (DHMH 4575) completed in full (instructions are on the reverse side of the Application)
2. A photocopy of the *brochure/training program description* that clearly shows:
  - The title of the training program
  - The dates(s), times(s), and location
  - The cost of registration/tuition to you
  - The instructional objectives
  - The presenter(s) and sponsor(s)
  - Continuing Education Units awarded
3. If requesting work release: a *current work schedule*, including days and times you work

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## E. Deadlines for Applying for Short-Term Training Reimbursement

Training Services Division (TSD) can approve only complete and accurate applications that are received to the TSD office at least fifteen (15) days before the starting date of the training.

## F. Approvals

If the Application for Out-Service Training (DHMH 4575) is approved, a letter of approval along with a copy of your Application for Out-Service Training listing the program and amount approved will be sent to you, through your unit's Out-Service Training Coordinator.

## G. Filing for Reimbursement

Within 45 days after you have completed the short-term training program we've approved for reimbursement, please forward the following items:

1. A **Completed Statement/Invoice Form** (DHMH 4512) in full (note: your home address is required for payment.);
2. A **copy of the approved Application** for Out-Service Training (DHMH 4575);
3. An original or copy of the **certificate** presented by your program or other documentation showing proof of attendance; and
4. **Original proof of payment**, which includes an original receipt, marked "paid" from the program provider, a canceled check, a credit card receipt, or statement from program provider denoting payment and respective method of payment. Only the amount you show as paid will be reimbursed to you.

Submit an original and two copies of these packets to your unit's Out-Service Training Coordinator who in turn will send them to TSD. You must be a DHMH employee on the date that you submit your paperwork for reimbursement. If you cannot adhere to the 45-day deadline due to unforeseen circumstances, please send documentation requesting an extension (Form 4511) of the deadline.

Once you have submitted your paperwork for actual reimbursement, a check will be directly deposited into your checking account usually within 4-6 weeks. If you have not received your deposit after six (6) weeks, please contact your Out-Service Coordinator.