

Winning Wheels, Inc. wants to invest in our employees in hopes it will not only benefit the staff member and facility but also the residents we serve. Winning Wheels, Inc. encourages employees to attend seminars and meetings to broaden skill levels and increase their education base and professional networks.

Tuition Assistance

Tuition Assistance is provided up to \$500.00 per semester or \$1500.00 per year. This assistance may be applied towards books, lab fees, special fees and tuition costs and is provided as a reimbursement after course completion. Courses must be taken from an accredited teaching institution, must be related to a position utilized in our organization, and must be passed with a minimum of a C grade.

To request Tuition Assistance, a Tuition Assistance Application must be completed and submitted to the Regional Director of Human Resources along with a copy of the transcripts and an invoice documenting costs of the courses.

A recipient of Tuition Assistance whose employment terminates within one year of receiving the reimbursement will be required to repay their assistance benefit on a prorated basis. The balance of owed tuition assistance may be deducted from the final paycheck.

Professional Seminars and Continuing Education

Conference Compensation is provided to cover the cost of seminar registration, travel, meals and lodging. Attendance must be approved in advance by your facility’s Administrator by submitting a Business Expense Form. Once the seminar is completed documentation of attendance/completion and receipts for expenses must be submitted to your facility’s Administrator for reimbursement.

Nurse Aide Certification Training Program

Non-certified nursing assistants will be enrolled in a state-approved nurse aide certification course. This course must be successfully completed within 120 days of employment. Winning Wheels, Inc. will pay for the cost of tuition, books and the competency testing fee.

Professional Licenses and Membership Due

Winning Wheels, Inc. will pay for the cost of license and certification renewal for the positions requiring them. The cost of the license will be covered up to \$250.00 per year for eligible full-time employees. To request license/certification reimbursement submit the reimbursement request form to your facility’s Administrator.

Membership to professional organizations representing your profession are eligible for reimbursement up to \$250.00 annually. Other fees associated with boards or licensure/certification examinations may be reimbursed based on Administrative approval. To apply for professional membership reimbursement complete and submit the reimbursement request form to your facility’s Administrator.

Approved:

Effective Date:

Revision Date:

Change No.:

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Education/Licensure Reimbursement Request Form

Employee:	Facility:	Date:
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Type of Reimbursement Request:

Education Assistance Conference Compensation License/Certification Renewal Professional Membership

Education Assistance:

Total Amount of Tuition:
Amount of Assistance Received YTD:
Field of Study/Degree:
*** Attach transcripts and invoice documenting successful course completion
Recipient understands they must be actively employed at full time status for twelve months following receipt of reimbursement. If employment is terminated prior to the twelve month term the employee agrees to repay the education assistance received on a prorated basis. Recipient also agrees to have this amount payroll deducted from their paycheck if necessary.
Employee Signature:
Administrator Signature:

Conference Compensation:

Mileage:
Incidentals (food, tolls, etc.):
Registration Fees:
*** Attach documentation of courses/seminar agenda and registration information.
*** Receipts and documentation of attendance will be required upon return.
Employee Signature:
Administrator Signature:

License/Certification Renewal:

License/Certification Being Renewed:
Cost of Renewal:
*** Attach documentation of license renewal and receipt.
Employee Signature:
Administrator Signature:

Professional Membership

Professional Organization:
Cost of Membership:
*** Attach information on the organization and the benefits of membership.
Employee Signature:
Administrator Signature: