NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC)

STANDARD OPERATING PROCEDURE

Regional Professional Development Program

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Status	Board Review Draft
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Document Owner	CEO/Executive Director
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DOCUMENT CONTROL

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The official electronic version maintained by the CEO/Executive Director is the controlling version. Printed copies are uncontrolled unless specifically identified as controlled copies.

REVISION HISTORY

Version	Date	Description	Approved By
1.0	October 1, 2026	Reformatted to NTRAC finance governance standard; content retained from September 2026 revision.	NTRAC Board of Directors

1. Purpose

1.1. To support professional development for eligible personnel employed by active NTRAC member organizations in good standing by assisting with the cost of approved trauma-related courses, nursing and EMS-accredited programs, and other education that supports regional system goals and objectives.

1.2. Priority will be given to educational opportunities that improve regional readiness, clinical capability, system performance, or access to training for emergency healthcare providers when needed education is difficult to access or cost-prohibitive to the participant or member organization.

2. Eligibility and General Requirements

2.1. The participant must be employed by an active NTRAC member organization in good standing at the time reimbursement is requested.

2.2. Reimbursement is subject to available funding and compliance with this SOP. Submission of an application does not guarantee reimbursement.

2.3. Course or program expenses must be supported by documentation showing both successful attendance/completion and payment.

3. Application and Documentation Process

3.1. Participants will apply through the NTRAC Professional Development Application using the Forms QR code provided by NTRAC.

	Professional Development Reimbursement Application

3.2. The application should include sufficient information for NTRAC to determine participant eligibility, the course or program requested, the amount requested, and the relationship of the education to the participant's professional role and/or NTRAC system goals.

3.3. Participants will be asked to provide all required supporting documentation. Documentation may be attached directly to the Forms application when the application allows attachments or emailed to NTRAC as directed on the application.

- Proof of attendance or successful course/program completion.
- Proof of payment showing the amount paid for the course or program.
- Any additional documentation requested by NTRAC that is necessary to verify eligibility or reimbursement.

3.4. Acceptable proof of payment may include a receipt from the course sponsor, paid invoice, canceled check, or other documentation demonstrating that payment was made.

3.5. Acceptable proof of attendance/completion may include a continuing education certificate, course completion certificate, state-issued licensure documentation, certification documentation, or other verifiable evidence of successful attendance/completion.

3.6. Incomplete applications or requests missing required documentation may be held until all required information is received.

4. Approved Courses and Programs

4.1. Approved courses include, but are not limited to, the following:

Course / Program	Maximum Reimbursement
Advanced Cardiac Life Support (ACLS)	$250 per course
Pediatric Advanced Life Support (PALS)	$250 per course
Trauma Nursing Core Course (TNCC)	$375 per course
Emergency Nursing Pediatric Course (ENPC)	$375 per course

Advanced Trauma Life Support (ATLS)	$800 per course
Advanced Trauma Life Support Renewal (ATLS)	$650 per course
Advancement of Automotive Medicine (AAAM) Injury Scaling Course (AIS/ISS)	$700 per course
Virtual Rural Trauma Outcomes Performance Improvement Course (TOPIC)	$400 per course
Virtual Trauma Outcomes Performance Improvement Course (TOPIC)	$700 per course
Trauma Program Management Course	$600 per course

4.2. Additional courses or programs may be considered based on available funding, regional need, and applicability to NTRAC goals and objectives.

4.3. Requests outside the pre-approved course list may be reviewed by the Public Information, Education & Injury Prevention Committee for recommendation to the Finance Committee, as applicable. Additional course reimbursement may be approved by the Chief Executive Officer when permitted by NTRAC policy and available funding.

5. Reimbursement Limits

5.1. Course completion may be reimbursed for up to four (4) participants per approved course, per member organization in good standing, subject to available funding.

5.2. Reimbursement will not exceed the participant's documented eligible out-of-pocket or organizational course/program cost, or the applicable program cap, whichever is less.

6. Hospital and EMS Education Programs

6.1. Hospital personnel may request reimbursement for completion of accredited nursing programs and must follow the application and documentation process in Section 3.

- Licensed Vocational Nurse (LVN): up to $500.00
- Registered Nurse (RN): up to $750.00

6.2. EMS personnel may request reimbursement for completion of accredited EMS education programs and must follow the application and documentation process in Section 3.

- EMT Basic: up to $500.00
- Advanced EMT (AEMT): up to $500.00
- Paramedic: up to $750.00

6.3. Reimbursement for the nursing and EMS education programs identified in this Section will be considered only if funding remains available at the end of the NTRAC fiscal year (August 31). Reimbursement is subject to available funding and is not guaranteed.

7. Review and Payment

7.1. NTRAC will review the submitted application and supporting documentation for eligibility, completeness, available funding, and compliance with this SOP.

7.2. Approved reimbursement will be processed after NTRAC has received all required proof of attendance/completion and payment.

7.3. NTRAC may request clarification or additional documentation before processing reimbursement.

8. Records

8.1. Applications and supporting documentation will be maintained by NTRAC in accordance with applicable organizational recordkeeping requirements and grant or funding requirements.

APPROVAL AND ADOPTION

This Standard Operating Procedure has been reviewed and recommended by the appropriate NTRAC committee and approved by the North Texas Regional Advisory Council Board of Directors.

Reviewed and Recommended By:

_____ _____

Finance Committee Chair Date

Printed Name:

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Approved By:

_____ _____

Chair, NTRAC Board of Directors Date

Printed Name:

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Effective Date: _____