

TRAVEL & EDUCATION PROGRAM APPROVALS & REIMBURSEMENT

The amount of your expense account and number of days may vary depending upon position and seniority. One must be employed by the Sleep Center for at least six months to be eligible for reimbursement of educational expenses, unless specified by Dr. Parisi or his designee. Items on the Approved List of Education Expenses may be paid for by the Center subject to the supervisor's approval and availability of funds. Items and courses not on the approved list are not reimbursable except by approval of Dr. Parisi or his designee. Time off and expenses for educational purposes will be considered on an individual basis. Educational courses and materials should be directly related to the employee's job at the Center. To apply for reimbursement of an educational expense, fill out the "Request for Use of Education Fund" form (see page 26) and give it to your supervisor with the proper documentation. All requests must be approved in advance.

List of Approved Tech Education Expenses

SleepMate Courses in Richmond, VA

Fundamentals of Polysomnography
Polysomnography Board Preparation
Polysomnography Scoring
The Art of PAP Titration

Other Courses

AASM Sponsored Tech Courses
Southeast/Southwest Regional Association of Polysomnographic Technologists Meetings
Northeast Sleep Society Meetings

Books

Manual of Standardized Terminology, Techniques and Scoring System for Sleep Stages of Human Subjects
Allen Rechtchaffen & Anthony Kales

Sleep Disorders Medicine 2nd Edition
Sudhansu Chokroverty

Principles of Polysomnography
William Spriggs

Sleep Medicine Pearls 2nd Edition
Richard B. Berry M.D.

Principles and Practices of Sleep Medicine
Meir Kryger, Thomas Roth, William Dement

Principles of Pediatric Sleep
Stephen Sheldon, Meir Kryger

Sleep: A Comprehensive Handbook
Teofilo L. Lee-Chiong

TRAVEL & EDUCATION PROGRAM Continued

List of Approved Tech Education Expenses Continued

Books

EKG Pocket Survival Guide
Thomas Masterson, Jonathan Handler, Scott Tenner

Rapid Interpretation of EKG
Dale Dubin

APT Membership

BRPT Certification Exam: The Sleep Center pays for your first attempt out of your education fund. If you fail and must take the exam again, you must pay. When you pass, the Sleep Center will reimburse you for the expense of the test out of your education fund.

Even if on the Approved List, a written request is required. Items/courses on this list are still subject to availability of funds and if time off is required, ability of the Sleep Center to accommodate time off. Any courses, books, memberships, or other materials NOT on this list will be individually considered.