

Orthopedic Physical Therapy
&
The Body Shoppe Fitness

Policy: Continuing Education

OPT will pay for continuing education courses of the short variety, 3 days or less, upon written approval of the owners.

OPT will reimburse the employee for the tuition of the course. Expenses up to \$75.00 per day to cover travel/room and board will be paid upon proof of expenses.

If the course is held in such a manner that allows the employee to have extended time off, such as ½ days, the reimbursement will be prorated for expenses.

If the course is held on a regularly scheduled work day, OPT will pay their scheduled hours. If the course is held on a weekend, the employee attends on their own time.

Course requests, with syllabus, expected expenses and justification must be submitted in writing for consideration.

Upon completion of a course:

1. Therapists will provide an in-service during staff meeting scheduled time for the other employees.
2. Submit proof of completion of the course (certificate)

Written:


Reviewed/Revised: 9/2003

Signature: 


Reviewed/Revised: 11/2009

Signature: 

Reviewed/Revised: 8/2010

Signature: 

Reviewed/Revised: 12/2018

Signature: 

Reviewed/Revised:

Signature: