

New guidelines for exclusive trainings

By Maria Orozco

Did you know that WCIA offers partial reimbursement for onsite trainings? The trainings are referred to as exclusive trainings. Over the past couple of years, WCIA has seen an increase in the volume of requests for exclusive trainings. Given the growth, WCIA has put together some new guidelines for 2018 to handle the amount of requests.

Below are the guidelines for *exclusive* trainings:

- Members must contact WCIA Member Services Coordinator [Maria Orozco](#) to discuss exclusive training proposals and receive approval for reimbursement prior to scheduling the training.
- Requests must be submitted to Maria Orozco by October 1, 2018 in order to be considered. Requests received after October 1 will not be eligible for reimbursement.
- The Member must provide documentation that gives an outline or description of the training program, name of the facilitator or agency conducting the agency, and training fees.
- Your entity's assigned WCIA Delegate has oversight on the distribution of the funding under the Exclusive Training program. With this in mind, the requesting individual will need to confer with their entity's assigned WCIA Delegate first to receive permission for scheduling.
- The trainer will invoice the Member directly and the Member will be responsible for paying the trainer. Members are eligible for limited reimbursement once training is completed and the trainer is paid. The Member will need to submit a copy of the invoice to WCIA to receive reimbursement.
- WCIA will reimburse the Member for 50% of the training fee. WCIA's annual contribution for exclusive trainings for a Member will not exceed \$4,500.
- Reimbursement submittals are due by December 14, 2018. Failure to meet the deadline will result in denial of reimbursement.

Please contact Member Services Coordinator [Maria Orozco](#) with any questions regarding WCIA's Exclusive Training program.