**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**COA/COT CERTIFICATIONS**

01102014

---------------------------------------------------------------------------------------------------------------------

Applies to: Clinic Staff, HR, Clinic Supervisors

When an employee is renewing a COA or COT certification, they may submit for reimbursement the CEU’s to HR. They must first sign the appropriate forms agreeing that if they should leave the practice within one year of reimbursement, all costs associated with the CEU’s paid by the company will be reimbursed and deducted from their final pay.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature/Date