

California Nurses Association Represented
Registered Nurse / Nurse Practitioner

Reimbursement for National Certification in a Clinical Specialty

Kaiser Permanente
Northern California

Revised 4/22/2021

NATIONAL CERTIFICATION & RE-CERTIFICATION

Process for Reimbursement

RN/NP submits request to manager
using "Application for Certification/Recertification"
(Located in this packet on page 3)

Important! In order to be reimbursed, you must apply before you obtain your certification or renewal!

MANAGER

Reviews and confirms clinical relevance to:

- The area of specialty
- Enhancement of knowledge/skills
- Certification is from a recognized, reputable organization

MANAGER

Pre-approves the certification and communicates approval to RN/NP; RN/NP may proceed with certification process

RN/NP

Completes all requirements with the certifying organization, including:

- Application to certifying organization
- Payment of fees
- Completion of any certification requirements

Many national certification preparation courses are available for free in HealthStream CE Library

RN/NP

Upon successful completion of certification:

1. Provides their manager a copy of completion certificate and receipts for fees paid
2. Enters expenses into OneLink for reimbursement; Submits a copy of receipts with expense report

Job aids for how to use OneLink are included in this packet starting on page 4

MANAGER

1. Places copies in employee's personnel file
2. Uploads certificate into HealthStream
3. Reviews expense request and approves if all required documents have been provided



RN/NP receives reimbursement via OneLink payment process

Application for RN/NP National Certification/Re-Certification Reimbursement

Initial National Certification or Recertification Reimbursement <i>Submit request to manager prior to initiation of the certification process for approval.</i>	
Date:	Name:
Facility:	Department:
Manager:	GL string including Cost Center:
<i>Attach supporting information about the initial application and certification you are seeking in your area of clinical specialty. The informational documents need to support your manager's review and approval that the certification will enhance your knowledge/skills in providing expert patient care.</i>	
Name of Certification Applied for:	Clinically relevant to RN clinical specialty? <input type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated Date of Examination:	Offered by:
Initial application fees: Examination fees: Recertification fees:	Total fees to be paid:
Manager: <input type="checkbox"/> <i>Approval</i> <input type="checkbox"/> <i>Denial</i> Reason for Denial:	
Manager Signature:	Date:
<i>Upon Successful completion of certification or recertification complete information below, provide copy of national certification certificate and copies of expenses for initial application and/or examination fees.</i>	
Successful Completion Date:	
Employee Signature:	Date:
Manager Signature:	Date:
SUBMIT FOR REIMBURSEMENT: Attach this document along with your validation of paid fees to your expense report created in OneLink. For assistance with completing this expense report refer to the supporting job aides.	

Reimbursement for National Certifications in a Clinical Specialty
Frequently Asked Questions
January 31st, 2017

NOTE: Nurses and nurse practitioners are responsible for maintaining required certifications

General FAQ

1. Who is eligible for a national certification reimbursement?

Registered Nurses (RN) and Nurse Practitioners (NP) represented by California Nurses Association (CNA).

2. What National Certifications are reimbursable?

Nationally recognized certifications that are applicable to your current role at Kaiser Permanente. Examples include Certified Diabetic Educator, Certified Oncology Nurse, Certified Occupational Health Nurse Practitioner, Neonatal Intensive Care Nurse, Critical Care Registered Nurse (CCRN) and ANCC Board Certification in a specialty (RN-BC). There are many other certifications that may be applicable to your role. Discuss any potential certification with your manager if you are unsure if it meets the requirements of this program.

3. What is reimbursable for a National Certifications?

The cost of a single certificate is reimbursable including, the initial application and exam fees, provided the following:

- a. The certification is clinically relevant to the nurse's area of clinical specialty and will enhance their knowledge base and skill in providing expert patient care
- b. The request is made in writing
- c. The certification is issued by a recognized reputable organization
- d. The nurse completes the course successfully

3 What types of certifications are not reimbursable through this process?

- If a nurse applies for a new position in which a certification is required, it is the nurse's responsibility to pay for the required certifications. The cost for this certification is not reimbursable.
- Nurses who accept new positions contingent upon certification are responsible for all fees and costs incurred for such certification. The cost of this certification is not reimbursable.

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Reimbursement Process FAQ

1. How does a nurse request reimbursement of a national certification?

The request for reimbursement must be made in writing, using the attached application and submitted to the manager prior to the certification being obtained.

2. How far in advance should the nurse submit the reimbursement request form to their manager?

Prior to the initiation of the national certification process. Ideally, the nurse manager would be given sufficient time to evaluate the request and process the necessary paper work. Failure to do so may result in denial of application for reimbursement.

3. When will the nurse know if the application for reimbursement is approved?

Once the application is reviewed and the requirements are met, the manager will sign the reimbursement application and notify the candidate of the approval.

4. How does the nurse get reimbursed for a national certification?

Upon successful completion of the course, the nurse must provide a copy of the certificate and validation of fees paid to the manager. The nurse can then submit an expense report via OneLink. Reimbursement is made through payroll.

5. What happens if the RN/NP does not pass the certification exam?

The RN/NP will not be reimbursed until they pass all requirements for certification outlined by the certifying organization.

6. When can a request for reimbursement be denied?

Some scenarios that may lead to denial include:

- The RN/NP is not a CNA represented staff member
- The certification is not professionally relevant to their current role, does not enhance their current knowledge/skills, and/or is not from a reputable organization
- Pre-approval for the certification was not obtained using the outlined process

7. A RN/NP recently completed their certification without obtaining prior approval. Can the RN/NP still apply for reimbursement?

The RN/NP should discuss this with their manager to determine if they are eligible for reimbursement.

8. Can an application for reimbursement be denied due to budget limitations?

No, this program is a negotiated benefit for CNA represented nurses.

Submitting Certification Reimbursement Using the OneLink System

Please
have
available:

Completed Application for RN/NP National Certification/Re-Certification Reimbursement (Printed from Nurse Scholars Academy website)

Receipt of Certification/Recertification Exam

Certification certificate


Scan these documents as jpeg and upload to your computer

These will be attached to the expense report to be submitted

Access OneLink via intranet or HR Connect and Log In	In OneLink Homepage	Click Expenses
	On the Expense Dashboard	Click Create Expense Report
	Under Business Purpose	Select "General Expense Reimbursement"
	Under Description	Type "Nurse Certification Fee Reimbursement"
	Under Default Location	Type your facility location and click on magnifying glass to "search"
	Under Reference	– Leave blank

Employee Expense
Expense Report

Report **NEXT**



General Expense Reimbursement

General Information

*Business Purpose	<input type="text" value="General Expense Reimburse"/>	View/Attach Receipts >
*Description	<input type="text" value="NURSE CERTIFICATION FEE F"/>	Accounting Defaults >
Default Location	<input style="border: 1px solid #ccc;" type="text" value="SANTA CLARA, CA"/> x <input type="text" value="Q"/>	Creation Date 04/13/2021
Reference	<input type="text" value=""/>	Entered By YOUR NAME
		Updated on

Expense Details

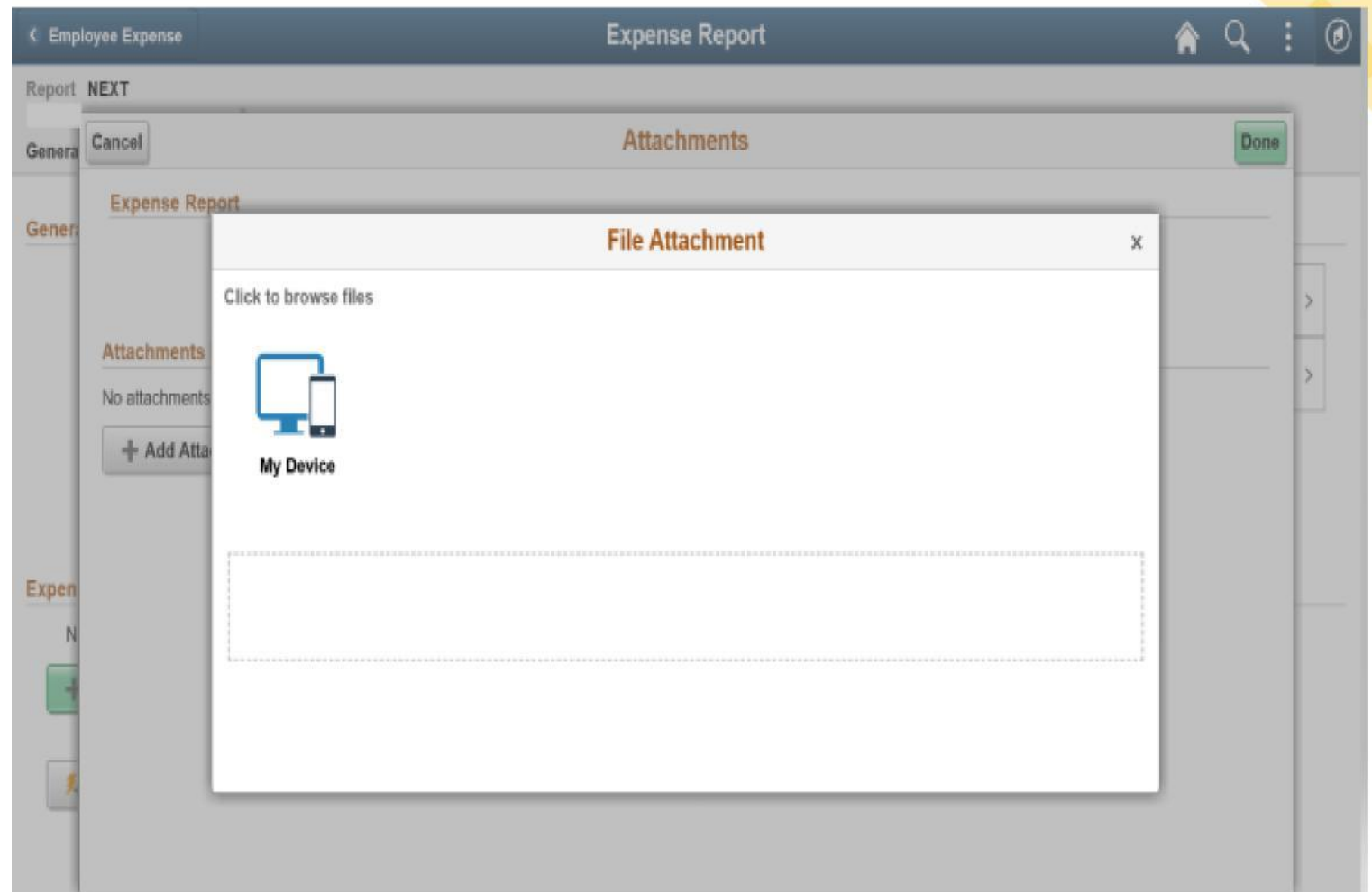
No expenses have been entered.

[+ Add Expense](#)

[⚡ Quick-Fill](#)

Next

- Select "View/Attach Receipts"
- Click "+Add Attachment"
- Upload image from the computer by clicking "My Device"
 - Completed application
 - Receipt of exam
 - Certificate
- Click Done



Click "+ Add Expense"

- Enter Date of Exam
- Select Expense Type - "Employee Prof Lic & Fees"
- Under Business Purpose Detail - Type "Nurse Certification Fee"
- Under Payment Details –Enter Amount
- Under Merchant - "Non-Preferred"
- Under Justification/Comments - Type "Reimbursement for approved certification fee"
- Enter Expense Location if it did not autopopulate

Click + on left hand column for additional expenses

Select "Summary & Submit"

Confirm all information is correct and click "Submit"

Reimbursement is made directly through bank account linked under payroll.

Expense Report

Expense Entry

NURSE CERTIFICATION FEE REIMBU **General Information**

General Expense Reimbursement

Total (1 Item) 0.00 USD

Excel Add Delete Filter More

Tuesday, April 13, 2021

Employee Prof Lic & Fees	0.00 USD
REIMBURSEMENT FOR APPROVED CERTIFICATION FEE	
OOP	

Employee Prof Lic & Fees - 04/13/2021

*Date 04/13/2021

*Select Expense Type Employee Prof Lic & Fees

Business Purpose Detail NURSE CERTIFICATION FEE

Payment Details

Payment Out of Pocket Expenses

*Amount 0.00 USD

Merchant

Merchant Non-Preferred

Non-Preferred Merchant

Justification/Comments REIMBURSEMENT FOR APPROVED CERTIFICATION FEE

Additional Information

Billing Type Internal

*Expense Location SANTA CLARA, CA

Accounting 1 >

Save Summary and Submit

Last Saved