NURSING EDUCATION FUND
INFORMATION

RN’s have 40 paid hours per ONA contract per year to use towards nursing educational opportunities that are of interest.

How to use your hours
1. Find a class it may be in person or virtual.
2. Complete an NEC RN workshop request form
3. Submit form to manager and staffing office for approval.
4. Attend your class

Frequently asked questions:

- Can I pay for the class and be reimbursed? **YES!** you still need to complete a NEC workshop form and submit it, then follow the Peoplesoft Employee Expense Reimbursement instructions located in your PNCC/NEC binder (instructions are also located in your department internet drive).
- Can I get reimbursed for taking a certification exam? **YES!** You will be reimbursed the fee for sitting for certification exam. However, if you must take the exam again it will not be reimbursed.
- Does NEC pay for renewal fees for my certification? **NO**
- Does NEC pay for books? **No but maybe yes!** If your preferred method of learning would be to study with a book instead of taking a class, the NEC may approve the purchase. The NEC form would need to be completed and hours that would have been the typical CEU hours for that class would be subtracted from your 40-hour balance.
- Are travel or lodging expenses paid? **No**
- Do mandatory classes for my department subtract from my 40 hours? **NO!** If the class is taken through Samaritan, it will be billed to your department. If you choose to take the class outside of Samaritan then it will be taken out of your 40-hour balance, and complete a NEC form.
- Can I use hours from my 40-hour balance to offset lost hours? **YES!** you may use hours to make up for lost working hours. Example: the class is 8 hours and you work a 12 hour shift. You may choose to use 4 hours from your balance to offset lost work hours. Please complete an NEC form.