

## **Instructions to Attend CME Conferences Using Your Tuition Remission Benefit**

NOTE: Residents and Fellows are not eligible for tuition remission

A tuition remission form must be completed for each continuing medical education activity (non-academic credit course). Applications are available electronically at

<http://hrnt.jhu.edu/benefits/documents/trffacandstaff.pdf>

Choose the form marked "Faculty or Staff". From the drop down box marked Course Type, select "Non Credit Professional Development". From the drop down box marked Course Offered, select "Medicine – Non-Credit – Professional Development – 100%".

Complete the form on-line, being sure to note your department code and JHED ID number. The form requires two signatures, yours and your supervisor's or department head, as well as your department budget number. The form must be completed in its entirety before you are confirmed for an activity.

Send the completed tuition remission form and the CME conference Registration Form to the Office of CME, Turner 20. We must receive both forms at least 5 business days prior to the start of the activity. It is the employee's responsibility to provide the completed form to OCME. You are not registered until this form is received. If not received by the start of the activity, we require a credit card number that will be charged after one week's time.

It is University policy that notice of cancellation must be submitted in writing to CME at least 5 business days prior to the start date, or your department budget will be charged.

If you have any questions regarding tuition remission, you should contact the Benefits Office at (443) 997-6890.

NOTE: There is no yearly dollar limit on tuition remission for non-credit professional development or personal enrichment courses (i.e., courses that are NOT for academic credit).