

INSTRUCTIONS TO ATTEND CME CONFERENCES USING YOUR TUITION REMISSION BENEFIT

Tuition Remission Instructions for full-time JHU employees only (residents and fellows are not eligible):

1. A Tuition Remission Form must be completed for each continuing medical education activity (non-academic credit course). Applications are available electronically at <http://benefits.jhu.edu/tuition/remission.cfm>
2. Choose the “Tuition Assistance” block on the top of the page. Then select the box “Tuition Remission”.
3. On the left side, below “Related Links”, select the “Faculty, Staff, and Retiree Tuition Remission Form”. This will be a PDF form for you to complete.
4. Once the PDF Form opens you may begin filling out the information requested. 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%”.
5. Complete the form on-line, being sure to note your department code and JHED ID number. If you don’t know this information, check with your department administrator. For tuition remission purposes, this conference is considered a non-academic credit course.
6. The forms require two signatures, yours and your supervisor’s or department head’s.
7. Print the T.R. form and attach it to the Conference Registration Form, which is available in the course brochure or can be downloaded from the CME website at www.HopkinsCME.edu. Send the completed T.R. form, along with the Registration Form, to the Office of CME, Turner 20. We must receive both forms at least 5 days prior to the start of the activity.
8. If you have any questions regarding tuition remission, call the **Benefits Office** at 443/997-6890.
9. **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)**
10. It is University policy that notice of cancellation must be submitted in writing to OCME at least five working days prior to the start date, or your department will be charged.

Note: It is the employee’s responsibility to provide the completed form to OCME. You are not registered until this form is received.

Per University policy, you must sign in and/or pick up your name badge at the registration desk to confirm your attendance. If we cannot verify attendance by sign in sheet or badge, we must bill the cost of your registration back to your department as a no show fee (per TR policy).