

## CME Application Process

### **Tuition Reimbursement Office**

**Mail Address:** 111 East 210th Street  
Bronx, NY 10467

**Email:** [Tuition@montefiore.org](mailto:Tuition@montefiore.org)

**Office #:** 914-349-8563

**Office Fax:** 914-349-8584

- Submit CME application form within the year of taking the CME to the Tuition office.

**Form located on the Montefiore Intranet, Human Resources page, under Benefits Information, Tuition Office.**

- The application must have the Department Chief and Administrator signature of approval on the form.
- All receipts must be attached and proof of attendance for conferences. (copies only)

All requests must adhere to Tuition Policy V-18 Requirements.

Tuition Reimbursement Office will notify you if there is a question regarding your application.

### Processing CME Requests

#### **Completed documents required:**

- Copy of CME Application signed by applicant, department Administrator and Chief.
- Copy of Invoice or receipt of payment.
- Copy of certificate of attendance for courses or conferences related to continuing medical education.

**Requests for reimbursement later than 90 days from the year it's paid for or completed will be denied.**

Please allow 2 to 3 pay periods for reimbursement.

**Montefiore**