

**CME Physical Therapist Application
Process**

Tuition Reimbursement Office

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

Email: 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 Assistant Chief signature of approval on the form.
- All receipts must be attached and proof of attendance for conference/ program(s). (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 Chief and Assistant Chief.
- Copy of Invoice or receipt of payment.
- Copy of certificate of attendance for programs 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