



STAR Center

Simulation, Training, Assessment & Research

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MEMORANDUM

To: Interested member in Non- Resident Training
From: Captain P. F. Shullo, Director of Training
Date: 4 January 2010
Subj.: **Application Procedures & Forms for Non- Resident Training- #3502.1F**

1. STAR Center exists to provide training for AMO members. Every attempt will be made to meet training requirements at the Dania facility. In the event that STAR Center cannot cost- effectively meet the needs of the S&E Plan for a specific training requirement, non- resident training may be approved for training at sites other than Dania Beach.
2. Non- Resident Training:
 - Must be pre-approved.
 - Will be considered on a case- by- case basis for specific training at specific sites.
 - Will reimburse only predetermined tuition cost.
 - Reimbursement claims must be received within 6 months of NRT application. Claims received after that time will be void. Requests for extension should be submitted in writing prior to expiration of the 6 months and will be considered on a case- by- case basis.
3. If you are interested in non- resident training please take the following action:
 - a. Return a completed *Non- Resident Training Application*, Form #3500.1 (enclosure (1)) to the Student services. The form should be submitted a minimum of 30 days prior to the start of the course. Blank forms are available from student Services. Duplication of the form is acceptable. The form is self explanatory; make sure it is completed accurately in all areas.
 - b. Also complete an *Agreement of Reimbursement for Non- Resident Training*, Form 1011 (enclosure (2)). Note that the form must be signed by you in front of a witness and signed by that witness.
 - c. Note—Non- Resident Training must be pre-approved. Submission after- the- fact will result in denial of any reimbursement request.

- d. If training is approved by the Director of Training you will be notified and mailed a *Claim Form for Non- Resident Training*, Form 3500.2, and a *Course Critique*, Form 3550.5.
 - Claim form must be received within 6 months.
 - e. Attend the approved course then obtain a signed statement, receipt, or facsimile from the institution or facility where you trained verifying your attendance. This statement/ receipt/fax must show the institution's name, address, phone and fax number, title of the course, tuition cost paid, dates you attended, and any other pertinent information. An original invoice or receipt **for tuition costs only**, stamped "paid", should also be included along with a copy of your certificate showing successful completion.
 - f. In addition to the above, complete the *Claim Form for Non- Resident Training* and *Course Critique*, then mail to:

STAR Center
Attn.: Student Services
2 W Dixie HWY
Dania Beach FL 33004-4312
 - g. Upon approval of your claim a check will be issued for the pre-determined amount of reimbursement for the course(s) taken. Claim forms must be received within 6 months of the request approval.
4. Call Student Services at (954) 920- 3222 or (800) 942-3220, extension 201, for additional information or if you have any questions.

PFS:vlv
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Encl.: (1) *Non- Resident Training Application* Form #3500.1
(2) *Agreement of Reimbursement (Non-Resident Training)* Form #1011