



SUBJECT: CONTINUING MEDICAL EDUCATION (CME) POLICY FOR NON-PHYSICIANS

PURPOSE: Ascend Aesthetic Partners is committed to supporting the continuous professional growth of non-physician team members, ensuring that their education aligns with and furthers our organization's objectives. This policy reflects our dedication to lifelong learning and excellence in patient care.

Policy Overview: Ascend Aesthetic Partners offers CME support for eligible non-physician roles (e.g., Injectors, Aestheticians, Nurses, Nurse Practitioners, and Physician Assistants) to ensure team members remain skilled and up-to-date in their fields. CME support is provided on the condition that team members commit to a specified term of service with the company after receiving financial support for their education

PROCEDURE

Eligibility Criteria

- **Performance and Role Relevance:** The team member must be identified as a "Good" Performer as per the "Salary & Salary Increase Policy." The CME activity must be directly relevant to the team member's role and aligned with Ascend Aesthetic Partners' goals.

Financial Support

- **CME Coverage:** Ascend Aesthetic Partners will cover up to \$5,000 per year for eligible CME expenses, including training, travel, and meals.
- **Team Member Contribution:** Team members are required to contribute 10% of the CME costs out-of-pocket to promote shared commitment to professional growth.

Special Provisions for CME Required for Licensing

- For CME activities necessary to maintain a professional license, Ascend Aesthetic Partners considers the expense an essential job cost and will not require repayment. For additional training related to new products or services, however, the standard repayment policy applies.



Commitment and Repayment Terms

Team members who receive CME support are required to commit to a minimum of two years of service with Ascend Aesthetic Partners following the CME activity.

1. Repayment Requirements

- If a team member leaves within two years of receiving CME support, they will be required to repay the covered CME expenses on a prorated basis. For instance, if they leave halfway through the commitment period, they would repay 50% of the total amount.
- Repayment will be treated as a reimbursement to Ascend Aesthetic Partners, rather than as a wage deduction, to avoid tax implications and ensure compliance.

2. Repayment Logistics and Options

- Final Pay Deduction: For team members who resign suddenly or are terminated, any outstanding repayment amount may be deducted from their final paycheck, bonuses, or other payable sums, as allowed by state law.
- Payment Plans: If the final paycheck or payable sums do not cover the repayment amount, the team member may enter into a repayment plan with Ascend Aesthetic Partners. This plan will allow for installment payments over a set period, to ease financial strain on the team member while ensuring compliance with wage deduction laws.

3. Tax and Legal Considerations

- Repayment of CME funds will be treated as reimbursement, not as income or wage deduction. This ensures the repayment does not affect the team member's taxable wages.



- Disclosure: Repayment details and options will be provided in a separate agreement, which team members must sign before the CME funds are issued.

Approval Process

- CME Request Form: Team members must submit a CME request form detailing the program, costs, and its relevance to their role.
- Approval Requirements: The request must be approved by both the Partner Doctor and the Practice Leader. Any exceptions or special circumstances must be approved by the COO.

Reimbursement Process

After attending the CME activity, the team member must provide proof of completion and submit receipts for expenses. Reimbursement will be processed after deducting the team member's 10% contribution.

Verification of Completion and Accountability

- Proof of Completion: Team members must submit verification of course completion within a set timeframe after the activity. This ensures that CME funds are used as intended and that the team members meet their commitments.
- Policy on Incomplete Courses: If a team member does not complete the CME course, they may be required to repay the full amount covered by Ascend Aesthetic Partners.

Exceptions and Special Circumstances

- Emergency Provisions: For unexpected situations like medical emergencies or family relocation, Ascend Aesthetic Partners may adjust or waive repayment requirements based on individual circumstances.



- Long-Term Team Members: Repayment terms may be reduced for tenured team members who have already demonstrated a long-term commitment to the company.

Pre-existing Agreements

Ascend Aesthetic Partners will honor any CME agreement made in writing before our partnership.

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