



Thank you for your interest in applying for reimbursement for the CAISS exam through the North Central Texas Trauma Regional Advisory Council. Please complete this cover sheet and submit the completed form with:

1. ☐ Receipt
2. ☐ Proof of Passing
3. ☐ Recommendation Letter from TPM/Registry Manager on official letterhead

Applicants may submit requests via email to Christina Gomez at CGomez@ncttrac.org and CC their TPM/Registry Manager

Name	
	(As it appears on your certification)
Mailing Address For Reimbursement	
Phone Number	
Facility	
Applicant	
Signature	

Amount Requested	
Email Address	
Trauma Level	

Guidelines for Reimbursement:

1. Facility must be a NCTTRAC member in good standing for Applicant to qualify for reimbursement
 - a. Membership Approved by the NCTTRAC Board of Directors
 - b. Meeting RAC Participation requirements
 - c. Membership Dues are current
2. Reimbursement to cover exams taken between September 01, 2025, to July 31, 2026, during NCTTRAC FY26
 - a. No Applications will be accepted after: **August 7, 2026**
3. Applicant applies to take CAISS exam, and pays fees
4. Applicant submits to NCTTRAC:
 - a. Recommendation letter from TPM/Registry Manager
 - b. Itemized Receipt showing payment made by Applicant, not Facility
 - i. Copy of AAAM Invoice
 - c. Proof of Passing CAISS Exam
 - i. Printed Copy of Exam Results from Professional Testing Corporation
-OR-
 - ii. Copy of CAISS Certification
5. NCTTRAC will reimburse \$350 to the applicant who meets above criteria
6. Reimbursement will be mailed via USPS to applicants to the address provided on the application