



Thank you for your interest in applying for reimbursement for the CSTR 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 Melissa Christon at mchriston@ncttrac.org and CC their TPM/Registry Manager

Name _____ <small>(As it appears on your certification)</small>	Amount Requested _____
Mailing Address for Reimbursement _____	
Phone Number _____	Email Address _____
Facility _____	Trauma Level _____
Applicant Signature _____	

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, 2020 to August 31, 2021 during NCTTRAC FY21
 - a. It is recommended that you take the exam **by July 31, 2021** to allow adequate time for application submission and processing
 - b. No Applications will be accepted after: **August 6, 2021**
3. Applicant applies to take CSTR 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 ATS Invoice
 - c. Proof of Passing CSTR Exam
 - i. Printed Copy of Exam Results from TesTrac
 - OR-
 - ii. Copy of CSTR Certification
5. NCTTRAC to reimburse the **cost of exam only**
 - a. For example, fee exam for ATS members is \$275, Membership fee is \$65 (Total: \$340)
 - b. Fee for non-members is \$350
 - c. If Applicant decides to purchase membership and pay for fee, NCTTRAC will only reimburse the cost of the exam (\$275), not the cost of exam + membership
6. Reimbursement will be mailed via USPS to applicants to the address provided on the application