

# Preceptor Benefits Request Form

Preceptor name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Office contact: \_\_\_\_\_

## Type of order:

\_\_\_\_\_ **CME Program** -- Travel and registration fee reimbursement.

- Request must be submitted at least two weeks prior to the event so that appropriate approval can be obtained.
- Attach copy of brochure, completed registration form, agenda, and all other pertinent documents.

Dates of travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Course title: \_\_\_\_\_

\_\_\_\_\_ **Educational materials** -- Attach order form or other documentation. Order will be processed by the AHEC Program office.

Delivery address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to: Preceptor Benefits, University of Florida AHEC Program, 2750-102 NW 43<sup>rd</sup> Street, Gainesville, FL, 32606, or fax to (352) 392-1022. Travel reimbursement requests require original signatures. For more information call (352) 273-8530 or email Ann Van Doren, [avandoren@ufl.edu](mailto:avandoren@ufl.edu)

## Preceptor Benefits

As a way of expressing our gratitude to our preceptors, the University of Florida AHEC Program has instituted Preceptor Benefits, a system whereby preceptors will be credited with points for various types of instructional activities in which they participate.

### Points can be redeemed as payment for:

1. **CME programs**  
Each point = \$1 cash value toward CME course registration fees and/or travel and accommodation costs incurred from attending a CME course.
2. **Educational materials**  
Each point = \$1 cash value toward the purchase of educational materials such as textbooks, software, periodicals or audiovisuals.

### To redeem points:

Complete this form and send to: **Preceptor Benefits**  
**University of Florida AHEC Program**  
**2750 NW 43<sup>rd</sup> Street, Suite 102**  
**Gainesville, FL 32606**  
Or Fax to: **Fax (352) 392-1022**

- All payments must comply with Florida Statutes.
- Preceptors who wish to be reimbursed for travel expenses or registration fees associated with CME courses must notify the AHEC Program at least two weeks in advance of the course, so that appropriate approval can be obtained.
- After the travel has occurred, the preceptor must contact the AHEC Program office, where travel reimbursement forms will be processed.
- Preceptors requesting purchases of educational materials must provide ordering information for the AHEC Program. The items will be received by the AHEC Program office at the University of Florida and then sent to the preceptor.
- All fees and charges will be paid directly from AHEC Program accounts to the vendor. All requests for point utilization must be made to the AHEC Program office at the University of Florida.
- Preceptors will be notified annually as to the number of points they have available.
- Only whole points can be used; amounts will be rounded up to the nearest point.
- Any preceptor who is employed by an institution with a separate contract with AHEC is ineligible.
- Academic faculty are ineligible.
- The maximum number of points that can be accumulated is 1800.
- Points are nontransferable outside the preceptor's practice.
- Two years of non-participation in a University of Florida AHEC teaching program cancels the points accumulated.
- A preceptor must be practicing in the state of Florida at the time points are redeemed.
- This program is subject to funding availability.