

MEMORANDUM

December 2012

TO: DMHAS Facility Training Approval Officers, Supervisors, and Employees

FROM: Peggy Ross, Project Coordinator
DMHAS Education and Training Division

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| SUBJECT: Guidelines for Approving Employees' Applications for In-Service Training Courses in Conjunction with Department of Administrative Services and Connecticut's Community College System |
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Note: **Supervisors approve or reject applications for In-service Training**

REVIEW THE APPLICATIONS TO DETERMINE:

1. Whether the course(s) are related to the work of the employee. If not related but would be deemed to be of personal benefit to the employee, consideration may be given to approve attendance. Release time is always subject to department/division work requirements;
2. Whether the employee is aware, that upon registration, he/she **agrees and is required to pay for the course upon notification of their acceptance into the course**. If employees sign up for several courses and is accepted into all of them, **they must be prepared to pay for ALL courses;**
3. That the number of days to attend all courses applied for is acceptable to you in terms of time away from work for the employee and that; 1) the days do not conflict with other priorities within you department, or 2) **the selected courses are not scheduled on the same day;**
4. That the employees know that they may apply for tuition reimbursement or workshop/training funds only upon completion of the course and in accordance with the **provisions of their collective bargaining agreements;**
5. That the employee knows **where** their course(s) are being held. Names of colleges, maps and cancellation information can be found in the catalog and are available at: www.ct.gov/dmhas/educationtraining.

Once seats are reserved, the employee / student is responsible for payment whether they attend the class or not. If students cannot attend a class due to illness or schedule changes, they should notify their Facility TAO and try to find a substitute to attend in their place. However, they are not eligible for a refund or reimbursement unless they have found a "paying" substitute.

Additional Requirements:

- The Individual Application for In-Service Training Programs: The employee completes this form and also obtains the supervisor's signature. (*Applications that do not have a supervisor's signature will not be accepted*). *All requested information must be complete and legible to be accepted and processed.*
- All employees **must complete a Travel Authorization Request Form (CO-112 Rev. 7/2010) for each in-service training course they have been approved to attend**. If seeking reimbursement from their union or agency funds, the employee must indicate which fund will be used. This should be recorded in **Block # 14** of the form. This form will be submitted to the DMHAS Facility TAO.
 - *The Travel Authorization Request Form is NOT processed until you have received registration confirmations regarding course acceptances. Do not send it to the DMHAS Education and Training Division.*
If an employee is not accepted into the course, this form will be discarded and no payments will be collected.
 - *TAOs will not send the CO-112s to the Office of the State Comptroller or accept course payment until they have been notified as to which employees have been accepted.* At that time, they will collect the employee's payment and process the form and payment with their facility business office.
- EMPLOYEES MUST SUBMIT A COPY OF THEIR COURSE COMPLETION CERTIFICATE TO THEIR FACILITY TAO UPON COMPLETION OF TRAINING.**