

The college is committed to finding ways to offer training and development opportunities to its faculty and staff. Funding these opportunities remains a challenge as budget constraints continually focus our allocations to the core mission of providing education to our students. The Human Resource office and Corporate and Continuing Education (CCE) have come together to develop a way to offer a reduced-price structure on all classes in the Technology, Leadership and Continuing Education programs.

The CCE programs at Lacey Campus are self-support so must be able to cover the full cost of instruction from fees collected. Once the minimum enrollment is reached to cover the instructional expenses of the class, there is an opportunity to offer a reduced price to college employees on a space available basis.

Space available means that once the class has met its minimum to run, college employees can attend at the reduced rate. Confirmation of their registration will not be made until 24 hours before the class. If on the day of the class additional full pay students arrive and the class is full, the college employee will be asked to reschedule the training. If an employee needs the training and cannot take a chance on space available status, the full course price should be paid.

The list of classes and reduced pricing is available in the back of the quarterly academic schedule, the continuing education schedule, or online at spscc.edu/staff/hr/contracts-rules-forms under “Professional Development Forms”.

How to apply for the Employee Development Program:

1. Fill out the attached form – Sections A & B
2. Work with your supervisor to identify funds for the training and sign the form. If you would like to pay for the training yourself, the reduced rates will still apply.
3. Send the form to HR for funds and to track your training.
4. You will be notified by email from CCE upon receipt of your training form and then also 24 hours prior to the training to let you know if there is space available. If space is not available, you may reschedule for the next class.
5. CCE will coordinate with Human Resources, with the Business Office, or directly with you to process the payment for the class.

This program is a great way to pursue training that will help you develop skills to be successful in your current job, help you reach the next level of development, or help you with the challenges of balancing work and life. The CCE program staff ask that you offer feedback on how we can improve the training we provide. An evaluation form will be provided at training and we appreciate your input.



Employee Development Program Request Form

- Complete sections A and B of this form and obtain your supervisor's approval. Submit the signed form to Human Resources to apply for training funds and to track your training.
- HR will forward to CCE for registration. You will be notified via email concerning space available.

Section A: Employee Information	
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Name:	
ctcLink ID:	
Email:	
Phone:	

Section B: Class Details	
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Class:	
Date:	
Price:	
Purpose:	

Check the fund source	<input type="checkbox"/> Professional Development Funds: 148 – 083 – 25101 - 5081100	<input type="checkbox"/> Department Budget:
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Supervisor Approval		Date:
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HR Approval		Date:
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HR Approval			
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<input type="checkbox"/> CampusCE	<input type="checkbox"/> TRAIN	<input type="checkbox"/> HP	<input type="checkbox"/> Registration
Enrollment #	Lab Techs	Book Manager	Instructor Liaison
Roster staff		Email/phone notification of space available	
Transfer or credit card?		Evaluation form	

Notes
