

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS**

**Directive: 106.03**

**Subject: Professional Training And Conferences Registration Payment**

**Effective Date: August 27, 1993 Review and Re-Issue Date:**

**Supersedes: NEW APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

**1.1** Policy 101, "Human Resource Development and Personnel Administration."

**2. Purpose:**

**2.1** To create a procedure for prior payment authorization by HRD which enables local managers to promote the professional development of his/her employees according to locally identified needs.

**3. Applicability/Accessibility**

**3.1** Any permanent employee who has completed original probation.

**4. Directive**

**4.1** The employee must complete a standard REGISTRATION/APPLICATION FORM distributed by HRD. A sample is attached to this directive as an appendix.

**4.2** The endorsed application should be received by HRD at least one month prior to the registration deadline listed on any informational packet provided by the organization or individual conducting the training or conference. If this condition is not met, the applicant is responsible for payment of any fees and then will be reimbursed through the routine expense account process.

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**4.3** Not all requests will be authorized. Authorization will depend upon several factors:

**4.3.1** availability of funding which is budgeted at the beginning of the fiscal year and the ability or inability to reallocate funds during the quarterly budget review process.

**4.3.2** tuition reimbursement for post secondary education takes priority over other requests for payment.

**4.3.3** because funding is limited, less costly registration fees will be more favorably considered than expensive fees. This also applies to in-state trainings and conferences as opposed to those which are out-of-state. Out-of-state training and conferences can only be approved by the Secretary of the Agency of Human Services.

**4.4** Anyone who has been approved to attend a training or conference who subsequently learns he/she can not attend must notify HRD immediately.

**4.5** HRD may request of the employee who attended a particular training or conference to formally evaluate the program and the employee's retention and application of the learning objectives.

### **5. Training Method**

### **6. Quality Assurance Processes**

### **7. Financial Impact:**

### **8. References**

### **9. Responsible Director and Draft Participants**

# REGISTRATION/APPLICATION FORM

Please print clearly. Detach goldenrod copy for your facility/office files. Forward remaining three copies to HRD. The white copy will be sent back to participant as the confirmation letter and pink copy back to Training Coordinator.

Name: \_\_\_\_\_ Worksite: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Home Phone Number (in case of emergency cancellations): \_\_\_\_\_

Training Event (Title): \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

(IF APPLICABLE) Overnight Accommodations Needed? YES \_\_\_\_\_ NO \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Training Coordinator's Signature \_\_\_\_\_

District Manager/Superintendent Comments/Approval:  
\_\_\_\_\_  
\_\_\_\_\_

Approval Signature \_\_\_\_\_

Please Return To: Rhonda Bresette, HRD/DOC, 103 So. Main St., Waterbury, VT 05671-1001

## FOR CENTRAL OFFICE USE ONLY:

Date Confirmed: \_\_\_\_\_ Accepted: \_\_\_\_\_ On Waiting List: \_\_\_\_\_ Denied: \_\_\_\_\_

Explanation for denial/waiting list: \_\_\_\_\_  
\_\_\_\_\_

Starting Time: \_\_\_\_\_

Overnight Lodging will be at: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF YOU WILL NOT BE ABLE TO ATTEND THIS TRAINING - IT IS VERY IMPORTANT THAT YOU CALL RHONDA (241-2291) AS SOON AS POSSIBLE.**

HRD Verification Signature: \_\_\_\_\_

Goldenrod: Training Coordinator/Facility/Office Files  
Pink Copy: Training Coordinator/Facility/Office Confirmation Files  
Yellow Copy: HRD Files