



Connecticut Department of Mental Health and
Addiction Services

Education and Training Division

MEMORANDUM

July 2009

TO: Facility Training Approval Officers, Supervisors, and Employees

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

SUBJECT: Guidelines for Approving Employee Applications for CEUI / Technical Courses
FALL 2009 Program (**FOR NP-2 BARGAINING UNIT MEMBERS ONLY**)
Employee Registration Deadline – **FRIDAY, AUGUST 21, 2009**

SUPERVISORS are initially required to review and approve or reject employee 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 they are **required to attend the course upon notification of their acceptance into the course**. If employees sign up for several courses and are accepted into all of them, they must be prepared to attend **ALL** the 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) that one course is not scheduled on the same day as another course;
4. That the employees know the NP-2 Bargaining Unit is required to pay the course fee for all courses for their members who have been accepted into a course, whether the employee attends or not;
5. That the employee knows **where** the course is being held. Course training directions are located in the Fall 2009 CEUI Technical Training Catalog. The catalog is posted on the Education & Training Division Web page at: <http://www.ct.gov/dmhas/educationtraining>.
6. If employees cannot attend a class due to illness or schedule changes, they should notify their Facility TAO and try to find a substitute, from the NP-s Bargaining Unit, to attend in their place.

NOTE: Individual Applications for CEUI / Technical Courses for NP-2 Bargaining Unit Members must be completed by the employee and the form must also be signed by the employee's supervisor. (*Applications that do not have a supervisor's signature can not be accepted.*)

All requested information must be complete and legible to be accepted and processed.

Employees must submit their Application Form(s) to the Facility Training Approval Officer by:

FRIDAY, AUGUST 21, 2009

Facility TAOs must submit Employee Applications to The DMHAS Agency TAO, Peggy Ross, by:

WEDNESDAY, AUGUST 26, 2009