



Connecticut Department of Mental Health and  
Addiction Services

Office of the Commissioner – Human Resources Division

MEMORANDUM

July 2016

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

FROM: Edra Knight, Agency Training Approval Officer – DAS In-service Training Programs

SUBJECT: Updated Guidelines for Approving Employee Applications for Fall 2016 CEUI / Technical Training Program (**NP-2 BARGAINING UNIT MEMBERS ONLY**)  
**Employee Registration Deadline – Monday, 08/15/2016 / Facility Deadline – Tuesday, 08/16/2016**

**SUPERVISORS are required to review and approve or reject employee applications to verify:**

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 acceptance. **If employees sign up for several courses and are accepted into all of them, they must be prepared to attend 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 your department; or 2) **THAT ONE COURSE IS NOT SCHEDULED ON THE SAME DAY AS ANOTHER;**
4. That the employee know the NP-2 Bargaining Unit is required to pay the course fee for each course their members are accepted into, **whether the employee attends training or not;**
5. That the employee knows **when and where** the course is being held. Information on college, maps, directions, telephone numbers and cancellation, is provided in the Fall 2016 CEUI Technical Training Catalog.
6. The employee completed the required Travel Authorization Form (C0-112 Rev. 05/2014) for **each approved course, AND obtained an attendance certificate, at the end of that course, and promptly submitted it to their Facility TAO. CERTIFICATES ARE NECESSARY TO CONFIRM ATTENDANCE AND FOR THE TIMELY COMPLETION OF AGENCY REPORTING REQUIREMENTS.**
7. If an employee cannot attend a class due to illness or schedule changes, the Facility TAO will contact the Agency TAO who will work with the Connecticut State College and University System, to find another NP-2 Bargaining Unit member who can attend the course as a substitute.

**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(s). Applications without the appropriate supervisory signature(s) can NOT be accepted.**

***All applications must be complete and legible to be accepted and processed.***

**Employees** should promptly submit their Application to their Facility TAO. **Registration ends August 15, 2016.**

**Facility TAOs MUST** submit Employee Applications to the DMHAS Agency TAO, Peggy Ross, throughout the registration period. The Facility Registration Form and any outstanding applications are due **August 16, 2016.**