

# Memorandum

**To:** All NP-2 Employees  
**From:** Linda Rodriguez, Human Resources Assistant  
**Date:** January 3, 2012  
**Re:** In-Service Courses for **NP-2 Members Only** – Spring 2012

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The Connecticut Employees Union Independent, in cooperation with the Community College System, has made arrangements to offer courses for their members at no cost to our agency. Visit the Spring 2012 catalog for NP-2 members only at <http://www.commnet.edu/in-service/docs/CEUI2012.doc> (course application is included in the catalog.) Do not use DEP's Training application for NP-2 In-Service classes.

- NP-2 members who wish to apply for courses must submit their NP-2 course applications to Linda Rodriguez (fax #860-424-3896) by March 2, 2012. Members must obtain their supervisors' approval to attend.
- Once a student is accepted into a course, he/she must attend; no withdrawals or course changes will be allowed; a substitute may be sent in the place of the original registrant, provided that the substitute is also a member of the NP-2 bargaining unit and meets any prerequisites listed in the course description.
- Some course dates may overlap so applicants who wish to take more than one class should carefully review dates and times and apply for those classes that do not conflict.
- **LMS Catalog Administrators and Registrars** please do not enter In-Service courses in LMS. The Human Resources Catalog Administrator will enter In-Service courses in LMS after seats are confirmed.
- Do not use the March 9, 2012 deadline listed in the catalog. Employees should use the March 2, 2012 deadline when submitting NP-2 In-Service applications. The March 2, 2012 deadline is for HR use only.

If you have any questions, please call Linda Rodriguez at (860) 424-3157 or Charlotte Pearson at (860) 424-3193. Thank you.