

COLORADO DEPARTMENT OF MILITARY AND VETERAN'S AFFAIRS
TRAINING & PROFESSIONAL DEVELOPMENT REQUEST FORM

This form is specifically to request Training & Professional Development Funds or Safety Training Funds to enhance current job skills and/or facilitate the development of skills for managerial or future positions within DMVA. It is prohibited to use these funds for travel, lodging, per diem, memberships, and all other costs outside of training and professional development, therefore, those requests will not be accepted with this request.

DMVA permanent state employees and Colorado National Guard members who supervise Colorado state employees are eligible to submit a funding request for training and/or professional development courses. Once the employee and institution data are complete, you must submit this form, and all supporting documentation, to your immediate supervisor for formal approval. Supervisors are responsible to ensure that requested training meets the requirements and intent as outlined in the Training & Professional Development Policy, Section C, Definitions. Supervisors are also required to determine employee's ability to take courses during or after normal working hours or agree on flex time. If workload does not permit training time during business hours, other arrangements must be made with your supervisor. Supervisors' final determination must be discussed with employee and an agreement made between the two before formal approval. If approved, supervisors will then forward the request to the staff proponent, Human Resources, who is responsible for ensuring that the employee is a permanent state employee, has been employed 90 days or more, and not subject to any ongoing adverse action. Colorado National Guard members who supervise Colorado state employees will submit their individual request for training directly to the Deputy Executive Director for approval.

Funding is contingent upon final approval of the DMVA Training and Professional Development Fund Manager and the availability of funds at time of request. Approvals, denials, and award amounts for this request are not grievable or appealable.

Processing times and plan accordingly:

- Requests must be submitted 30 days prior to the start date of all courses
- All courses must be completed by 30 June of each year
- Fiscal year funding is 01 June thru 30 June of each year

Eligibility & Stipulations

- Education courses may include coursework relevant to an employee's current job description, or coursework that facilitates the development of employee's skills for managerial or future positions
- Employee must first research courses available through state, government, and state approved agencies. If courses are not available, employees can then seek courses available through other vendors
- Those that are eligible to apply for funds, can do so after 90 days of employment
- Virtual and in person courses are eligible for training and professional development
- Formal approval through your supervisor is required to determine employee's ability to take courses during working hours, use of flex time, or after business hours
- Tuition will be paid directly to the institution to cover the cost of all courses, certificates, coursework, materials, and mandatory fees
- All fees must be verified by the institution and submitted with request form
- Employees must provide copies of their final certificate or license to their supervisor and the DMVA Training and Professional Development Fund Manager within 30 days of completing each course
- In the event an Employee fails a course or fails to complete a course, due to their own inaction or due to them leaving State employment, that Employee may be required to repay DMVA any fees associated with that course.
- All courses over \$5,000 must be approved through the DMVA procurement office
- Funds may be used for any of the following categories, and are subject to available funds:
 - Language courses, and any courses leading to the completion of licensures or certifications

Documentation:

- Documentation supporting this request must be submitted with initial request. Documents include but not limited to:
 - School credentials; Course start and end date
 - Cost and complete description of course(s) and other fees associated with your request

Process Flow:

- State employee completes request form, forwards request and supporting documentation to immediate supervisor
- Supervisor reviews request and supporting documentation
- If supervisor approves, this request and supporting documentation will be forwarded to the HR Director
- If the HR Director approves, this request and supporting documentation will be forwarded to the DMVA Training and Professional Development Fund Manager to review available funds
- DMVA Training and Professional Development Fund Manager will contact state employee and supervisor with outcome

EMPLOYEE INFORMATION:

Name:	Date Funds Requested:		
Title:	Class Start Date:		
Employee ID#:	Class End Date:	Duration:	
Employee Department:			
Employee Contact Number:			
Employee Email:			

NAME OF INSTITUTION FUNDS ARE REQUESTED FOR:

Name of Institution:
Address 1:
Address 2:
City, State, ZIP:
Company POC:
POC Email:
POC Contact Number:
Institution Website:
Type of Certification/Licensure Requested: <i>(It is required to attach documentation to substantiate this request)</i>

TYPE OF TRAINING OR PROFESSIONAL DEVELOPMENT REQUESTED (Please be specific):

Class Code	Complete Description	Cost	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Other Costs Affiliated	Complete Description	Cost	Total
		\$	\$
		\$	\$
		\$	\$
TOTAL:			\$

Describe how this request relates to enhance your current job skills and/or facilitate the development of your skills for managerial or future positions within DMVA:

Employee Signature: _____

Date: _____

***If you are not able to digitally sign, right click and add signature as text. Do not use DocuSign to sign this form.*

DMVA SUPERVISOR INFORMATION: ***If you are not able to digitally sign, right click and add signature as text. Do not use DocuSign to sign this form.*

Name of Supervisor:		
Department:		
Supervisor Email:		
Supervisor Contact Number:		
Determination of Training:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Has supervisor & employee determined when courses will be taken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supervisor Signature:		
Date:		
How will this training enhance employee's current job skills and/or facilitate the development of their skills for managerial or future positions within DMVA?		

HUMAN RESOURCES INFORMATION:

Name and Title of HR Approving Official:		
Email:		
Contact Number:		
Determination:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
HR Approving Official Signature:		
Date:		
HR Approving Official Notes:		

DMVA TRAINING & PROFESSIONAL DEVELOPMENT FUND MANAGER:

Name of DMVA Official:		
Email:		
Contact Number:		
Determination:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Funding Available:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
DMVA Approving Official Signature:		
Date:		
DMVA Official Notes:		

For Official Use Only:

SUPPORTING DOCUMENTATION RECEIVED:

Documentation Type	Date	Acceptable

DMVA Training & Professional
Development Fund Manager

Date: _____

FINAL DOCUMENTATION RECEIVED:

Documentation Type	Date	Acceptable

DMVA Training & Professional Development Fund Manager

Date: _____

REIMBURSEMENT FOR FAILURE TO COMPLETE COURSE

Reimbursement Type / Amount	Date Requested	Date of Reimbursement

DMVA Training & Professional Development Fund
Manager

Date: _____

NOTE: This form will not be accepted without being completed, all signatures obtained, and required documentation attached.

For further details, reference Training & Professional Development Policy; Revision 08.01.2022

