

STATE OF COLORADO

Department of Military & Veterans Affairs

6848 South Revere Parkway
Centennial, Colorado 80112
(720) 250-1500



Jared Polis
Governor

Laura L. Clellan
Brigadier General, COARNG
The Adjutant General

TITLE:	Training & Professional Development
EFFECTIVE DATE:	March 1, 2023
APPLICABILITY:	All DMVA State Personnel and Supervisors of DMVA State Personnel
PROPONENT:	DMVA Training and Professional Development Fund Manager
POLICY MEMO NUMBER:	DMVA PM 22-003
REFERENCE:	N/A
SUPERCEDES:	Training & Professional Development, March 15, 2020

1. Purpose: To revise and update the Department of Military & Veteran's Affairs (DMVA) Training & Professional Development policy dated 15 March 2020 and establish a process for requesting, allocating, distributing, and tracking training and professional development.

2. Background: Being an employer of choice includes equity in the development of our DMVA workforce. In order to provide future opportunities for growth and advancement, it is necessary to conduct a review and restructure DMVA's training and professional development policy.

3. Definitions

- A. **Proficiency Course:** Any course offered through the Department of Personnel and Administration Center for Organizational Effectiveness, or vendor authorized by the DMVA that increases employee proficiency and capability to support DMVA's mission.
- B. **Professional Development Course:** Any course, seminar, training, or conference that leads to obtaining and/or maintaining a professional certification or license that supports DMVA's mission.
- C. **Leadership/ Management Development Course:** Any course, seminar, training, or conference that increases an employee's ability to lead or manage others. Reserved for high functioning employees with demonstrated potential for advancement within the department.

4. Policy:

- A. DMVA permanent state employees are eligible to utilize funding for training and professional development.
- B. Funds are provided by the state of Colorado and managed by the DMVA Training & Professional Development Program Manager.
- C. DMVA permanent state employees must submit a funding request form for training and/or professional development courses to their immediate supervisor at least 30 days prior to course start date. (*Appendix A: Training & Professional Development Request Form*)
- D. Training & Professional Development funds can only be utilized to enhance current job skills and/or facilitate the development of skills for managerial or future positions. Only courses that are offered through the Center for Organizational Development (COE) or any of the vetted resources listed on their website are eligible to use these funds.
- E. If training requested is not available through the Center for Organizational Development (COE) or any of the vetted resources listed on the COE website, a training waiver form will need to be completed and submitted on the COE website for approval.
- F. If the training waiver request is approved, the formal approval must be included as an attachment with the Training & Professional Development Request Form.
- G. If the training waiver request is denied, no further action is needed.
- H. Only training that offers a certification or licensure are eligible for this program. Continuing education to obtain college credits are not eligible and requests will be denied.
- I. All Training & Professional Development classes, including those that are free and charge a fee, must be approved by the supervisor prior to enrollment.
- J. Free courses only require the supervisor's approval and do not need to be submitted to the HR office or Training & Professional Development Program Manager.
- K. Courses with a fee, require approval from the supervisor, HR office, and Training & Professional Development Program Manager.
- L. By accepting funds for training & professional development, employees understand that they are required to complete the course(s) they have enrolled in.
- M. Due to fiscal year restraints, all courses must be completed by June 30th of each year
- N. Fiscal year funding is July 1 thru June 30 June of the next calendar year

5. Approvals and Denials:

- A. Supervisors are responsible for ensuring the requested training meets the intent as outlined in Section III above.
- B. Supervisors are required to determine if the employee can take courses during normal working hours.
- C. If it is anticipated that training will inhibit an employee from completing their primary job

functions or workload does not permit training during normal business hours, other arrangements must be made between the employee and supervisor prior to enrolling in courses. The employee may request to take course(s) available at a later date to accommodate workload.

- D. Supervisors' final determination of when courses can be taken must be discussed with the employee. Documentation of the agreement must be signed by the employee and supervisor prior to enrolling in any courses.
- E. Supervisors will provide the employee with a copy of the formal agreement of when courses will be taken and keep documentation on file for future reference.
- F. Human Resources 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.
- G. Funding is contingent upon final approval of the DMVA Training and Professional Development Fund Manager and the availability of funds at time of request.
- H. DMVA Training and Professional Development Fund Manager reserves the right to review courses requested and communicate with the employee to adjust course request according to fund availability.
- I. Annual course loads that exceed \$10K per individual require Deputy Executive Director's (DED) approval.
- J. The Training & Professional Development Manager has the authority to limit the number of courses requested per person to ensure all employees have the opportunity to utilize these funds for training and professional development.
- K. If an employee has submitted a requested to their immediate supervisor and they do not respond, the employee has the right to submit their request to the Deputy Executive Director, however, they must inform their immediate supervisor that they are doing so.

6. Eligibility & Stipulations:

- A. 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.
- B. Employee must research courses available through state, government, and state approved agencies. If courses are not available, employees can seek courses available through other vendors.
- C. The complete list of authorized training is listed on the Center for Organization Effective (COE) website and can be found at:
<https://docs.google.com/spreadsheets/d/1hsyW9HdqvtObbuVtcVIngWNCYZD8qE3NePzAmPqeECM/edit#gid=0&fvid=808700330>.
- D. Main website for COE is <https://dhr.colorado.gov/state-employees/center-for-organizational-effectiveness>. Here, you can find all vetted resources available for training, collaboration,

and consulting.

- E. If an employee is requesting training that is not listed through any of the approved vetted vendors, they can request to outsource to another vendor, pending approval.
- F. If using an institution that has not been formally vetted by the state, a formal [Training Waiver](#) will need to be completed. This waiver can be found at: <https://idsonline.colorado.gov/dpa/dhr/training/Students/CreateTrainingWaiver.asp>.
- G. State employees are eligible to request funds after 90 days of employment.
- H. Virtual and in person courses are eligible for training and professional development.
- I. Formal approval through the immediate supervisor is required to determine employee's ability to take courses during working hours, use of flex time, or after business hours.
- J. Invoicing will be paid directly to the institution.
- K. Costs covered include:
 - i. Cost of course
 - ii. Certificates
 - iii. Coursework materials
 - iv. Mandatory fees
- L. All fees must be verified by the institution and submitted with original request form.
- M. 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.
- N. All individual courses over \$5,000 must be approved through the DMVA procurement office.
- O. Funds may be used for any of the following categories, and are subject to availability of funds:
 - i. Language courses
 - ii. Courses leading to the completion of licensures or certifications

7. Documentation:

- A. The following documentation should be included with the Training & Professional Development. Funding Request Form:
 - i. School credentials
 - ii. Proof of course start and end date
 - iii. Cost and complete description of course(s)
 - iv. Other fees associated with each request
- B. The Training & Professional Development. Funding Request Form must be forwarded as a

fillable document to all parties that are required for approval and signature. If anyone is not able to digitally sign this document, they should right click over the signature block and select “Add Text” for a signature.

- C. In order for the Training & Professional Development Funding Request Form to remain a fillable document, DocuSign must not be used to sign this form. Details on how to properly complete this form is listed on the Training & Professional Development fillable document.
- D. Employees must provide copies of their final certificate or licensure to their supervisor and the DMVA Training and Professional Development Fund Manager within 30 days of completing each course.

8. Process

- A. State employee completes request form, forwards request and supporting documentation to immediate supervisor. (*REF: Section 7. Documentation*)
 - i. If the employee is requesting to attend courses at more than one institution, a request form will need to be completed for each institution.
 - ii. If the employee is requesting to attend more than one course at the same institution, they can complete one form for up to 4 courses.
- B. All requests must go through the required process. (*Appendix A*) and be submitted to the immediate supervisor for approval with appropriate supporting documentation. (*REF: Section 7. Documentation*)
- C. If approved, supervisors will complete their section and forward the form and all supporting documentation to the Human Resources Director. (*Appendix A: Training & Professional Development Request Form*)
- D. If the supervisor denies this request, they should complete the request form accordingly and include a detailed reason for denial in the comments section. The supervisor should also meet with the employee requesting training to discuss reason for denial and possible solution for other training. There is no need to forward a denied request to the Human Resources Director.
- E. If the Human Resources Director approves, they will complete their section and forward required request form and all supporting documentation to the Training & Professional Development Program Manager. (*Appendix A: Training & Professional Development Request Form*)
- F. If the Human Resources Director denies the request, they should complete the request form accordingly and include a detailed reason for denial in the comments section. The Human Resources Director should also meet with the employee requesting training to discuss reason for denial and possible solution. There is no need to forward a denied request to the Training & Professional Development Program Manager.
- G. Once the funding request is approved, employees will receive an email with approval confirmation and are required to contact the approved institution directly to enroll in the course(s) that have been approved.

- H. Only courses that have been approved will be funded.
- I. If an employee would like to attend a course other than what has been approved, they will need to submit a new request form and only list the additional classes requested.

9. Payments:

- A. Payments will be made directly to the institution that has been approved to attend.
- B. Only courses that have been pre-approved will be authorized for payment.
- C. Payments to the vendor should be processed on the attending employee's unit procurement purchase card and reconciled each month.
- D. Purchase card reconciliations should be processed through Training & Professional Development Funds. Allocation - OGACY2115; Fund - 1000; Unit -1220
- E. Receipts, an approved training request form, and other supporting documentation will be supplied to accounting through the purchase card process.
- F. If the total purchase is to exceed \$5,000, contact Purchasing and Contracting to determine if an encumbrance is needed.
- G. If a purchase card is not available, invoices should be submitted along with a Receiving Report and Approved training request form to the Accounts Payable.

10. Prohibitions:

- A. It is prohibited to use Training & Professional Development funds for the following:
 - i. Travel
 - ii. Lodging
 - iii. Per diem
 - iv. Food and beverages
 - v. Alcoholic beverages
 - vi. Memberships
 - vii. Continuing education such as college courses
 - viii. All other costs outside of training and professional development
- B. All requests outside of training and professional development will be denied
- C. Reimbursement for courses will be denied if an employee enrolled in a course prior to formal approval from their supervisor, Human Resources, and the DMVA Training and Professional Development Program Manager

11. Questions: For further questions regarding the Training & Professional Development funds, contact the Training & Professional Development Program Manager at 720-250-1526.

Official:

A handwritten signature in black ink, appearing to read 'L. Clellan', with a long horizontal flourish extending to the right.

Brigadier General Laura Clellan
The Adjutant General
Executive Director

Distribution: DMVA Employees and Supervisors
DMVA Website