

## **CONTINUING EDUCATION REQUEST FORM**

Procedure: Please read carefully. Procedure must be followed in order to receive permission for ongoing training or certificate program.

1. Employee must fill out this form and submit it ALONG WITH A COPY OF THE COURSE OUTLINE to his/her Supervisor.
2. Incomplete paperwork will not be processed and no reimbursement or credit will occur.
3. Library Administration will confirm terms of registration.
4. Following completion of the course, the employee will send a copy of the Certificate of Course Completion to the Administration office to be included in the personnel file.
5. Free or self-pay courses require submission of the Certificate of Course Completion in order to verify attendance in order to qualify for payment.
6. Submission of course approval following course completion may not be honored.

Date of Request: \_\_\_\_\_ Course Tuition (Early-Bird Rate):

\$ \_\_\_\_\_

Date(s) of Course: \_\_\_\_\_ M T W Th F Sat Sun

If self-paced or asynchronous, how many hours per week dedicated to the course?

\_\_\_\_\_

If self-paced or asynchronous, expected completion date?

\_\_\_\_\_

Name of Course: \_\_\_\_\_

Employee Submitting Request: \_\_\_\_\_

Employee's Supervisor: \_\_\_\_\_

Supervisor: Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_ Date given back to employee: \_\_\_\_\_

\*\*\*\*\* EMPLOYEE MUST SIGN BELOW\*\*\*\*\*

I understand that if I leave employment at Zion-Benton Public Library District within one year of taking this course, I will be required to reimburse the Library for the continuing education expenses involved with this course (including, but not limited to, tuition amount, supplies, and wages paid during course days).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_