

INSTITUTIONAL DIRECTIVE 7-11

March 30, 2009

Title: Credit Training Program

I. Purpose

This directive tells how to secure approval for credit training and to apply for participation and tuition reimbursement for credit training needs through the Credit Training Program.

II. Policy

It is the policy of Piedmont Technical College to assist employees to acquire requisite competencies to eliminate deficiencies in knowledge and/or skills as determined by their superiors through approved collegiate coursework and to support such coursework through funding from the College Foundation.

III. Philosophy

Piedmont Technical College recognizes the need that all employees possess the appropriate special training mandated for their positions. In addition, the Southern Association of Colleges and Schools, with whom Piedmont Technical College is affiliated, has stated specific recommendations for accreditation in its guidelines. Furthermore, the college recognizes that, for various reasons, individuals who are otherwise highly qualified, but who lack required academic training, are hired as faculty and other professional staff. In response to the requirement that all professional staff acquire academic credentials deemed appropriate for their positions, the Piedmont Technical College Foundation, through the faculty and staff endowment, sponsors tuition assistance to college employees for approved credit training through the Credit Training Program, a component of Staff and Professional Development. In addition to its primary purpose of providing tuition assistance to meet required faculty/staff accreditation criteria, the Credit Training Program also sponsors tuition assistance for courses taken to upgrade employees by enabling them to gain competencies directly required by the positions they presently hold. Approvals of projects are contingent upon the availability of funds from the college Foundation and are approved only for one year at a time. Tuition reimbursement will be decided based on availability of funds. Books, supplies or other non-tuition costs will not be reimbursed.

Office of Responsibility: Office of Development

IV. Requirements for Admission into Credit Training Program

- A. All full-time employees should be pursuing an approved MBO or EPMS plan to receive approval to participate in collegiate coursework.
- B. Employees pursuing reimbursement under this Directive for approved collegiate coursework will be authorized to enroll in two courses per twelve month period. This provision may be waived upon the approval of the appropriate Institutional Officer and the President. Nothing herein shall prevent an employee from pursuing additional academic courses at their own expense. Courses should be scheduled after the employee's regular hours of work unless the course section that the employee intends to enroll in is the only section offered and it is a course required to the degree program in which the employee is enrolled.
- C. All funding is limited to yearly support. No commitment is made or implied for continued support for the individuals accepted into a degree program. All request considerations are based on priority.

V. Priority for Credit Training Program Consideration

Priority for staff and professional development is granted in the following order of precedence:

- A. Professional full-time employees pursuing an approved MBO or EPMS plan to receive credit training required to meet certain accreditation standards required by SACS other accreditation agencies, or the state agencies, may qualify for tuition assistance for an amount established annually by the President and Institutional Officers.
- B. Full-time employees pursuing an approved MBO or EPMS plan which is intended to improve deficiencies in their present position may qualify for tuition assistance for an amount established annually by the President and Institutional Officers.
- C. Full-time employees desiring to take credit training who are aspiring to a higher level in the organization may qualify for tuition assistance for credit training funds remaining after deducting the amount of tuition allocated to those individuals whose request falls into Priority A or Priority B above.

VI. Procedure

- A. Approved Application and Plan
 - 1. Application will be initiated by each participant and will be approved by the supervisor or Division Dean and the appropriate Institutional Officer. The applicant will list all courses for a particular term, regardless of whether the course is funded under this Directive or at individual expense. A copy of the application will be filed in the Development Office.
 - 2. Full-time employees desiring to apply for credit training funds for the following year will submit an application to the Executive Director of PTC Foundation. The Executive Director of PTC Foundation will prioritize the requests according to the priorities in IV and V above and will notify the eligible employees.
 - 3. The college application fee will be waived for all full-time and permanent part-time employees of the college.
 - 4. Any participant receiving funds under this program is required to continue their employment with the college for a period determined herein. Participants who voluntarily terminate their employment or are terminated for cause will be required

to repay the funds to the Piedmont Technical College Foundation on a *pro rata* basis. If the former employee elects to repay the amount on an installment basis, then the Piedmont Technical College Foundation may charge interest on the amount due.

The obligated period of employment for the participant is based on the amount received in the participant's most recent calendar year of participation in the Credit Training Program. The period of employment is calculated from the date that the reimbursement is made by the PTC Foundation; or, if the college prepays an amount on behalf of the participant, then the date of payment. The period of employment for multiple year reimbursements shall run concurrently.

- a. If a participant receives \$500 or less, then the obligated period of employment is one year.
 - b. If a participant receives more than \$500 but less than \$1,000, then the obligated period of employment is two years.
 - c. If a participant receives \$1,000 or greater, but less than \$2,000, then the obligated period of employment is three years.
 - d. If a participant receives \$2,000 or greater, then the obligated period of employment is five years.
5. Employees who desire to take courses during normal work hours must secure approval from the appropriate Institutional Officer.
- B. Reimbursement and Reporting
1. Participant initiates reimbursement action, in accordance with approved plan and attaches transcript of grades or other documentation certifying successful course completion and a copy of the receipt of payment.
 2. Development Office prepares a check for the participant.

Original on File	3/30/09
Approved for Publication	Date

STAFF AND PROFESSIONAL DEVELOPMENT

Credit Training Program Application

DIRECTIONS:

1. Read the rules, regulations and conditions sections on the Credit Training Program in the Institutional Directive 7-11.
2. Complete this form and submit to PTC Foundation Office. This form should reflect each employee's MBO and professional evaluation plan for the year.
3. At the completion of the course, attach all receipts, canceled checks, college transcripts or grade sheets and return to the PTC Foundation Office.

NAME _____/_____/_____/_____
LAST FIRST MIDDLE SOCIAL SECURITY
NUMBER

_____/_____/_____/_____
DIVISION DEPARTMENT POSITION DATE

INSTITUTION OFFERING COURSE _____ LOCATION OF CLASS _____

COURSE NUMBER AND TITLE OF COURSE _____

SEMESTER HOURS _____ BEGINNING DATE _____ COMPLETION DATE _____

COURSE DESCRIPTION _____

ADDITIONAL HOURS TAKEN AT OWN EXPENSE? Y or N (If yes, then have supervisor and Institutional Officer initial schedule and attach to this form)

TUITION _____

FOR DEVELOPMENT OFFICE USE ONLY

RECORD OF EXPENDITURE

Amount Allowed for Year: \$ _____

Amount Funded: \$ _____

Amount of Funding Remaining: \$ _____

Amount Requested: \$ _____

(Receipts or other documentation must be attached)

This course is: (Check one)

- _____ 1. Required by SACS or state agency.
- _____ 2. Needed to improve a deficiency in my current position which is identified in my MBO or EPMS.
- _____ 3. To assist me in securing a higher position in the organization.

Please explain your selection of 1, 2, or 3 above:

EMPLOYEE PAYBACK AGREEMENT

I have read the rules and conditions in the SPD Guidelines and accept and agree to the College payback plan.. I agree to continue working for the College for a time period based on the amount of reimbursement received as provide in Directive 7-11, Paragraph VI. I understand that the time period begins on the day that the reimbursement request is made by the PTC Foundation, or, in the event of prepayment, the day that payment is made. I understand that if my services to the College should for any reason be terminated at the convenience of the College, the payback requirement will be canceled. I understand that if my services to the College are for any reason terminated for cause or for my own convenience prior to the completion of the required payback period, I am obligated to repay the full amount funded by the Piedmont Technical College Foundation, to include any costs of collection if necessary

REIMBURSEMENT AGREEMENT

I understand reimbursement is based upon satisfactory completion of the course.

Employee Signature

Date

SECURE APPROPRIATE SIGNATURES

Supervisor

Institutional Officer

Executive Director of PTC Foundation