



**PIEDMONT TECHNICAL COLLEGE**

**PROCEDURE**

**PROCEDURE NUMBER: 8-10-1000.2**

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**TITLE: Credit Training Program**

**RELATED POLICY AND PROCEDURES: 8-10-1000 Faculty and Staff Professional Development**

**DIVISION OF RESPONSIBILITY: Administrative and Academic Affairs**

**August 28, 2013**

**August 28, 2013**

**Date Approved by President**

**Date of Last Review**

**Date of Last Revision**

**Administrative Responsibilities**

It is the responsibility of the Executive Director of the Piedmont Technical Foundation to review and revise this procedure.

**Procedure**

**A. Requirements for Admission into Credit Training Program**

1. All full-time employees pursuing an approved FPMS or EPMS plan to receive approval to participate in collegiate coursework.
2. Employees pursuing reimbursement under this procedure for approved collegiate coursework are being 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.



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3. Approvals of projects are contingent upon the availability of funds from the college Foundation and are 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. Books, supplies or other non-tuition costs will not be reimbursed.

#### **B. Priority for Credit Training Program Consideration**

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

1. Professional full-time employees pursuing an approved Faculty Performance Management System (FPMS) or Employee Performance Management System (EPMS) plan to receive credit training required to meet certain accreditation standards required by the Southern Association of Colleges and Schools other accreditation agencies, or the state agencies, may qualify for tuition assistance for an amount established annually by the President and Institutional Officers.
2. Full-time employees pursuing an approved FPMS 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.
3. 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 1 or Priority 2 above.

#### **C. Approved Application and Plan**

1. [Credit Training Program application](#) are initiated by each participant and are approved by the supervisor or Division Dean and the appropriate Institutional Officer. The applicant lists all courses for a particular term, regardless of whether the course is funded under this procedure or at individual expense. A copy of the application is filed in the Development Office.
2. Full-time employees desiring to apply for credit training funds for the following year submit an application to the Executive Director of Piedmont Technical College (PTC) Foundation. The Executive Director of PTC Foundation prioritizes the requests according to the priorities in **A** and **B** above and notifies the eligible employees.



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3. The College application fee is 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 are 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.
5. 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.
6. Employees who desire to take courses during normal work hours must secure approval from the appropriate Institutional Officer.

#### **D. 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.



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