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| --- | --- |
| Employee Name: |  |
| Request Date: |  |
| PSU ID #:  |  |
| PSU Email:  |  |
| Job Title/Grade: |  |
| Supervisor Name: |  |

I understand that I must complete and pass the course with a 70% within one year of the date I received the materials in order for the class to be considered successfully completed. If any course is not completed within one year, I understand that I am responsible for reimbursement of the total cost. I also understand the maximum yearly reimbursement is $350 and I will be responsible for costs exceeding this amount.

As part of the negotiated contract, technical services employees are allocated $350 each fiscal year (starting July 1st and ending June 30th) for taking correspondence (or vocational) courses for career development. Any amount in excess of the maximum $350 is the responsibility of the employee. Employees are encouraged to first meet with their supervisor and/or the OPP Training and Development Office to discuss their career development goals and determine the best plan of action. To order and enroll in a correspondence course, the employee must complete and sign this form before providing it to their supervisor for their review and approval. The completed form should be returned to the OPP Training and Development Office. All courses must be successfully completed (exam passed with a 70% or higher) within one year of receiving the materials or the employee is required to reimburse the University the total cost.

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| Vendor & Course #: (e.g. Penn Foster – 986021) | Course Title: | Cost: |
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| --- | --- |
| Employee Signature: | Date: |

Approvals:

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| --- | --- |
| Supervisor Signature: | Date |
| OPP Training Representative Signature: | Date |

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| **Office Use Only** |
| Date Employee Notified of Order Approval: |  | Date Materials Arrived: |  |
| Date Courses Ordered: |  | Date Material Issued to Employee: |  |
| Date copy of Request Form sent to OPP Accounting &CWLP reps:  |  | Employee Initials: |  |