

Chapter: Training and Staff Development
Title: Attendance at Non-Agency Sponsored Training

Effective Date: 12/1/11
Page: 1 of 1
New

ACA Standard(s): 4-JCF-6E-14

(a) **Policy.**

If approved, designated employees may attend job-related workshops, conferences and/or seminars conducted by other agencies, professional organizations or external consultants at agency expense. Programs of this nature are recorded as in-service training. This is made possible by funds allocated under the State Employee Training Act.

(b) **Rules.**

- (1) Attendance at workshops/seminars is approved in advance by the program administrators. Out-of-state attendance must also be approved in accordance with requirements in the agency's Travel Procedures Manual.
 - (2) The employee attending training is responsible for sending certificates of training completion to the local facility training specialist or designated field training specialist for recording in the individual's training record.
 - (3) It is the responsibility of the employee attending the training and his or her supervisor to communicate information learned in non-agency sponsored training to his or her coworkers. This information can be communicated by any method the employee and supervisor deem appropriate.
 - (4) The supervisor who coordinates/schedule non-agency sponsored training is responsible for obtaining prior approval from the local administrator and for notifying the training officer in advance of the time, date and subject matter of the training, for inclusion in the monthly training schedule.
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