REQUEST FOR EMPLOYEE DEVELOPMENT FUNDS

This form should be completed for EDF requests for conferences, workshops, and classes not taken at Valencia College.

1. Employee Information

Name: student_name   Employee VID: student_vid

Department: student_department   Position: student_position

Start date of Full-Time Employment: student_start_date Budget information: Index: 121800 Account # 598030

Complete Section 2 or 3, then complete sections 4 and 5.

2. Academic Information (Use this section for external college or university courses)

Course name: college_course_name

Course number: college_course_number   Credit Hours: college_credit_hours

Title of degree/certificate program: college_degree_title

College/University: college_name

Course dates: Start college_coursestart_date End college_courseend_date   college_partof_degree

Is this course part of a degree program? ☐ Yes ☐ No, If yes, check the degree type that applies.

☐ Doctorate ☐ Master's ☐ Bachelors ☐ Associates   college_degree_type

Total cost of tuition   Employee Development Funds Requested

(Employee Development funds will not cover books, application fees or tuition already funded by other sources. Funds are limited to $1,100 per fiscal year.)

How will tuition be paid for? (Check one option)   college_tuition_type

A ☐ Valencia pays institution directly or **B** ☐ Valencia reimburses employee for out of pocket tuition cost.

If you selected "Valencia pays institution directly," submit a check request form along with this application. Payee will be your institution. Include printout of your tuition invoice and class schedule. If you selected "Valencia reimburses employee for out of pocket cost," please submit a check request form with this application. Payee will be yourself. Include your paid receipt and class schedule.

3. Conference/ Workshop/ Seminar/ Training Course Information

employer_locationstart_date

Title: employer_training_title

Host organization (if applicable): employer_host_org

Location: employer_location   Dates: Start_____ End employer_locationend_date

Cost of Registration employer_registration_cost

How will the registration be paid for ☐ P-Card ☐ Check Request   employer_registration_pay

☐ Journal Entry (only for internal conferences hosted by Valencia College)

☐ Traveler to Pay (employee will be reimbursed on per diem after the conference.)

4. Purpose (Why are you taking this course or attending this conference?)

student_purpose

5. Benefit to the College (How will this course or conference aid you in your job or future professional position?)

student_college_benefit

Employee Signature student_sign   Date student_sign_date

SUPERVISOR APPROVAL:

I, _____supervisor_name_____ (print name) acknowledge that this development opportunity is approved for the following reasons: (include how the course work or conference will improve the applicant's effectiveness and any other reasons for approval.
(This section is required.)

supervisor_explain

I also acknowledge that should there be insufficient funds available in the employee's EDF balance, my department budget may be billed for the balance due.

Supervisor Signature:_____supervisor_sign_____Date _____supervisor_sign_date_____

- This form must be completed and submitted within the fiscal year in which the course/conference/workshop **began.**

- To expedite processing and avoid delays email to: employeedevelopment@valenciacollege.edu; alternatively, you can interoffice hard copies to Employee Development, Mail Code 4-36.

- For assistance or to check your employee development balance email: employeedevelopment@valenciacollege.edu.

- Employees may be required to submit documentation of successful completion of the development experience or class.

- Employees should maintain records/institution transcripts, of course, completion for a minimum of two years from the start date of the course.

- If you would like to keep a record of this development opportunity, you may add it to your Valencia EDGE transcript. Log into the EDGE and click on the "My Learning" channel. Click "Your Transcript." Then click "options" and select "Add External Training." Complete the information about your development experience and click submit. Once your course or conference is complete, you can go back and click the "Mark Complete" button on your transcript.

ELIGIBILITY VERIFICATION – ODHR USE ONLY

Funds available ☐   Funds not available ☐ ⟵ odhr_funds

If employee or development opportunity not eligible, select reason:

☐ Ineligible expense   ☐ Unaccredited institution   ☐ Insufficient EDF Funds   ☐ Other

⟵ odhr_eligibility

Comment: odhr_comment

ODHR Signature_____odhr_sign_____ Print Name_____odhr_name_____ Date:___odhr_sign_date____

QUICK REFERENCE INFORMATION FOR EMPLOYEE DEVELOPMENT FUNDS

o   Employee Development Funds are available to Valencia College employees who have been employed with the college full-time, continuously (with no breaks in service) for at least six months.

o   Employee Development Funds may only be used on conference/seminar/workshop/webinar registration or tuition reimbursement at a U.S. regionally accredited institution.

o   Complete this digital form completely and correctly. Please be legible to prevent delays in processing.

o   This form is for external employee development opportunities only. If attending Valencia College classes, please use the Request for Valencia College Course Tuition form.

o   To avoid delays, email this completed form before the conclusion of your development experience directly to: employeedevelopment@valenciacollege.edu or interoffice mail: Employee Development; MC 4-36.

o   Please note that Employee Development Funds are applied to the fiscal year in which the development opportunity begins.

o   For reimbursement requests, submit your check request form at least 10 business days prior to your "request by date" to allow Accounts Payable time to complete the payment process.

o   To verify existing funds or to determine the eligibility for development opportunities, email: employeedevelopment@valenciacollege.edu.

INSTRUCTIONS

STEP 1: COMPLETE EMPLOYEE INFORMATION

o Employee's Name, VID, Department, Position and Start Date of full-time employment.

STEPS 2+3: COMPLETE COURSE INFORMATION OR CONFERENCE INFORMATION
For Conference Information:

Complete all information

o   **P-card:** Check this option if you are using a P-Card for the registration. Proof of payment must be included with your paperwork.

o   **Check Request:** Check this option if you are requesting a physical check to pay for the registration fees. The check will be issued to the vendor. A completed Check Request form (which can be found in Atlas under Valencia Forms) must be attached, listing the vendor's name and vendor VID#. If you pay for the registration fee in advance using personal funds, a check request can be submitted with a payment receipt to be reimbursed for registration expenses.

o   **Journal Entry:** Check this option if you are attending a conference hosted by Valencia College.

o   **Traveler to Pay:** Check this option if you are using personal funds to cover the cost of registration. You must submit a per diem (which can be found in Atlas under Valencia Forms) after the conference to be reimbursed. You must provide a receipt.

o   Submit agenda and complete Authorization to Travel form for all conferences.

4/6/22

STEPS 4+5: COMPLETE PURPOSE AND BENEFIT TO COLLEGE

o Purpose - Why are you taking this course or attending this conference?

o Benefit to College - How will this course or conference aid you in your job or future professional position?

STEP 6: EMPLOYEE SIGNATURE AND DATE FORM

STEP 5: DIRECTSUPERVISORPRINTEDNAME, LIST REASONS FOR APPROVAL, SIGN AND DATE FORM

o   Supervisor must list how coursework or conference will improve the employee's effectiveness and any other reason for approval. This section is required.

STEP 7: SEND THE COMPLETED FORM AND ALL SUPPORTING DOCUMENTS TO YOUR EMPLOYEE DEVELOPMENT.

ADDITIONAL RESOURCES:

o Employee, Dependent and Program Development Funds Policy

o Employee, Dependent and Program Development Funds FAQs

o Accounts Payable Contact Information

o http://valenciacollege.edu/accounts-payable/

o Accountspayable@valenciacollege.edu