

**REQUEST FOR TRAINING / TUITION AUTHORIZATION FOR PAYMENT***Read carefully all eligibility requirements and instructions with this form!*
 Tuition Reimbursement    
  Civil Service Training    
  Non-Civil Service Training (Process within your ~~Ó !^æ È^) àÆ ]^Æ Æ Æ Æ~~)
**Section 1 — Employee Information**

Employee's Name:	Employee ID Number:	Classification:	
Home Address:	Work Phone Number: (    )	Bureau/Office/Commission and Division:	Work Station:
<b>Request will not be processed without this information and supervisor approval.</b>	Index:	PCA:	Agency Object:
	E-mail Address (Work):		

State briefly how this training directly relates to your employment:

**Section 2 — Training**

**Training Desired:** For Civil Service Training, provide course name and number (refer to Training Calendar at: \Htd.#k YV%a XWg"ghUH" a ]i g"7 G7 < FH8 #< FH8 < ca Y&UgdI). For Non-Civil Service Training, provide one copy of course information:

Registration Deadline Date:	Training Date(s):	Hours (If other than 8a.m.- 5p.m.):
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**Section 3 — Tuition Reimbursement**

Name of college or university attended:	Title and Course Number:	
Number of Sessions:	Hours Per Session:	Course by: <input type="checkbox"/> Semester <input type="checkbox"/> Term <input type="checkbox"/> Other:
Date Course Starts:	Date Course Ends:	Credits Awarded:
Tuition Cost Per Credit Hour:	Total Tuition Cost — <b>DO NOT include registration or other fees in Tuition Cost(s):</b>	

**Section 4 — Approvals**

Supervisor:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
		Signature	Date
Bureau/Office/Commission:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
		Signature	Date
Office of Human Resources:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
		Signature	Date

## **Civil Service Training**

Training provided by the Civil Service Commission is available to department employees on a regular basis. A list of scheduled classes is located on the Civil Service web site at:

<http://web1mdcs.state.mi.us/MCSCHRTD/ByDate.aspx>. Classes are routinely paid for by the Department.

To register for a Civil Service training class complete Sections 1 and 2 of the Request for Training/Tuition Authorization for Payment form (C-24) as completely as possible. Submit this form to your supervisor. The form will be routed through the appropriate approval path to the Office of Human Resources, where the registration will be processed. You should receive a confirmation e-mail from Civil Service indicating that you have been registered.

In the event the class is canceled, you should receive an e-mail from Civil Service notifying you of the cancellation.

## **Non-Civil Service Training**

Employees may participate in training provided by other sources with bureau approval. Employees should submit such requests on the Request for Training/Tuition Authorization for Payment form (C-24), completing Sections 1 and 2. The form should then be submitted to the appropriate supervisor and routed through the necessary approval path(s) for bureau approval. The Office of Human Resources needs only a copy of the request with the Bureau approvals. OHR does not promote, schedule, or arrange training from sources outside of LARA or the Civil Service Commission.

## **Tuition Reimbursement**

The Department of Licensing and Regulatory Affairs will reimburse employees for education/training that is both mandated and funded by federal law for credentialing purposes. The reimbursement request must be submitted to the supervisor on the Request for Training/Tuition Authorization for Payment form (C-24); reimbursement is contingent on final approval by the Office of Human Resources.

## **Applicant Instructions**

1. Complete the application and obtain supervisor and bureau director signatures.
2. Submit the application to the Human Resources Director for final review and approval. You will be notified of the approval
3. Submit grade report and tuition receipt to the Human Resources Director within 30 days of completion of the approved course.

## **Office of Human Resources**

1. Review application as to eligibility.
2. Submit to the Human Resources Director for final approval and signature.
3. \*After all signatures have been obtained, send original back to the applicant with a memo denoting tentative approval and further instructions for submitting final grades and tuition receipts.
4. After applicant has completed the course and submitted the grades and tuition receipts, send the application to Finance for tuition refund.

\*If the application is not approved, return application to the applicant with a memo explaining the reason for denial.