

External Learning Expense Approval Information

Thank you for looking into an external training, certification program, or conference. Please take a few moments to review the questions outlined below. These questions are used to facilitate a discussion for all external trainings, and should be taken into account before seeking approval from a supervisor. Should your training cost more than \$2500, these questions and answers will be used in a memo to the Senior Associate Vice President to approve the training.

The Training and Development coordinator will help you research any and all options for external trainings. Kareem Shaban can be reached at extension 4-6717, or khshaban@gwu.edu, or in Support 217B.

*Please note: all Facilities Maintenance staff are required to get approval from Harold Speed for all trainings.

<p>Cost Per Person</p> <p>\$50-\$999</p>	<ul style="list-style-type: none"> • Approval from direct supervisor needed* • Has SkillPort been checked for equivalent training? • Is this cost including text books that others have? • Will multiple people be receiving this training (<i>many vendors offer group trainings</i>)?
<p>\$999-\$2499</p>	<ul style="list-style-type: none"> • Approval from Assistant Director or Senior Staff level needed • Are there other vendors that have more cost effective options? • Has SkillPort been checked for introductory training (if so, have you taken SkillPort class, and will this be additional material)? • Does the training offer discounts for members, groups? • If this is not part of your PDP or required for certification, why are you attending the training? • Is there travel involved, and can this be brought closer to DC? • Does the training offer discounts for members or groups? <ul style="list-style-type: none"> ○ Will others need this training?
<p>\$2500+</p>	<ul style="list-style-type: none"> • Approval from Senior Associate Vice President needed • Is this the only viable training option? • Will there be discounted, future trainings? • Who will benefit aside from the trainee? • Are there ways to make this training more widespread to a larger group?

**Division of Operations
Application to Attend External Learning Event**

**** Please attach all completed registration forms or online registration details, in addition to submitting this form for approval and payment, to the Staff Development Coordinator via email (khshaban@gwu.edu).**

Please check the learning event that you are requesting to attend:

Conference
 Training
 Seminar/Workshop
 Other: Please Specify _____

Employee Name _____

Position/Title _____ Department _____

Phone No. _____ Email _____

Name of Event _____

Date(s) of Event _____ Location _____

How does this event link to your professional development plan? Please answer below.

Yes or No Attendance at this learning event is REQUIRED in order for me to **obtain** professional certification. If so, what certification? _____

Yes or No Attendance at this learning event is REQUIRED in order for me to **maintain** a professional certification. If so, what certification? _____

Yes or No Continuing education units (CEUs) will be provided for attendance at this event. If so, how many CEUs will you receive? _____

Estimated Budget:

Registration Fee	\$ _____	Transportation Costs	\$ _____
Lodging Costs	\$ _____	Other Costs	\$ _____

Total Cost: \$ _____

Payment Options: Once this form has been approved by your supervisor or manager, please submit for review by the staff development coordinator at khshaban@gwu.edu. Please attach any and all information regarding your training.
Select one option from below:

- Registration profile has been complete and **access information is attached (i.e. username/password, registration ID, etc...)**—please submit the payment online.
- No registration profile necessary—please submit the payment online.
- Online registration is unavailable. **Instructions for submitting the registration and payment are attached.**

Attendance Agreement:

Attendance at an external learning event requires the approval of your manager and review of the staff development coordinator. Participation in an information sharing activity upon return is required for all staff members who are sponsored to attend an external learning event. By signing, you agree to comply with this requirement.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

SD Coordinator Signature: _____ Date: _____