

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: _____ Employee VID: _____

Department: _____ Position: _____

Start date of Full-Time Employment: _____ 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: _____

Course number: _____ Credit Hours: _____

Title of degree/certificate program: _____

College/University: _____

Course dates: Start _____ End _____

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

Doctorate Master's Bachelor's Associates

Total cost of tuition \$ _____ Amount of 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)

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 a print out 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

Title: _____

Host organization (if applicable): _____

Location: _____ Dates: Start _____ End _____

Cost of Registration \$ _____

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

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

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

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

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

Employee Signature _____

Date _____

SUPERVISOR APPROVAL:

I, _____ (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.)

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: _____ Date _____

- This form must be completed and submitted within the fiscal year in which the course/ conference/workshop began.
- Send completed form and all supporting documents to your Regional ODHR Solution Center.
 - o **East, Winter Park and School of Public Safety** send to Mail Code: 3-7
 - o **West and District Office** send to Mail Code: 4-40
 - o **Osceola, Lake Nona, Advanced Manufacturing and Poinciana** send to Mail Code: 6-1
- For assistance or to check your employee development balance, call the HR4U phone line at 407-582-4748 or email HR4U@valenciacollege.edu.
- Employees may be required to submit documentation of successful completion of the development experience or class.
- Employees should maintain records/institutional 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
 If employee or development opportunity not eligible, select reason:
 Ineligible expense Unaccredited institution Insufficient EDF funds Other

Comments:

ODHR Signature _____ Print Name _____ 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 delay 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 Submit this completed form to your Regional ODHR Solution Center before the conclusion of your development experience.
- o Please note that Employee Development Funds are applied to the fiscal year in which the development opportunity begins.
- o For tuition reimbursement requests, submit your check request form at least two week prior to your requested by date to allow Accounts Payable time to complete the payment process.
- o To verify existing funds or to determine eligibility of development opportunity, contact ODHR at 407-582-HR4U (4748)

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:

- o 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 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 completed Authorization to Travel form for all conferences.

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: DIRECT SUPERVISOR PRINTED NAME, LIST REASONS FOR APPROVAL, SIGN AND DATE FORM

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

STEP 7: SEND COMPLETED FORM AND ALL SUPPORTING DOCUMENT TO YOUR REGIONAL ODHR SOLUTION CENTER.

- o **East, Winter Park and School of Public Safety:** Send to Mail Code: 3-7
- o **West and District Office:** Send to Mail Code: 4-40
- o **Osceola, Lake Nona, Advanced Manufacturing and Poinciana:** Send to Mail Code: 6-1

ADDITIONAL RESOURCES:

- o [Employee, Dependent and Program Development Funds Policy](#)
- o [Employee Development Funds Frequently Asked Questions](#)
- o Accounts Payable Contact Information
 - o <http://valenciacollege.edu/accounts-payable/>
 - o Accountspayable@valenciacollege.edu