

# University of Hawai'i Maui College Staff Professional Development Course/Certification Award Policy & Application Information

## POLICY STATEMENT

The UHMC Professional Development Course/Certification Award Policy is designed to provide opportunities to promote individual progress of staff members. Such progress comes through improvements in efficiency and effectiveness, resulting in staff members who feel positive about themselves, their jobs, and their skills, all working together in a supportive environment toward the Mission of the College and the UHCC system.

Requests are evaluated on the basis of equitable access to training and development opportunities for all staff members, regardless of their age, gender, ethnicity or status.

A maximum of three awards per year of which:

- Maximum of one (1) from Bargaining Unit 1 (blue collar, non-supervisory)
- Maximum of one (1) from Bargaining Unit 3 (white collar, non-supervisory)
- Maximum of one (1) from Bargaining Unit 4 (white collar, supervisory)/Unit 8 (APT) will be awarded funding beyond the \$1000 funding from the Faculty & Staff Development Fund. Applicants must apply and be approved for funding by the UHMC Faculty & Staff Development Fund committee to qualify.

Support is limited to a **one-time only award maximum of \$1,500**.

Fund request approvals by the Faculty & Staff Development Fund Committee are subject to review by the UH Foundation and approval may be overturned. **UH Foundation funds do not presently support classes/courses, as determined by the UH Foundation.**

## APPLICATION DEADLINE

The online application must be submitted by **June 1**.

Applications can be processed only after **all** of the documents have been received. Note that the committee will only consider complete applications. The applicant will be notified of his/her application status after the Faculty and Staff Development Committee members and the Chancellor review it. If you have any questions, please contact Joyce Yamada at [yamadajo@hawaii.edu](mailto:yamadajo@hawaii.edu) or X663.

## REQUEST PRIORITIZATION CONSIDERATIONS:

- Full-time UHMC staff employment
- Alignment with UHMC Mission, to inspire student learning through improving the quality of education and services provided to students [UHMC MIssion, Vision, Core Values and Institutional Learning Outcomes](#)
- Activity has a connection to the UHMC Strategic Plan and to sustainability in the applicant's area [Webpage to Strategic Direction](#)
- Meets the needs of the applicant's employment and the college goals
- Inquiries into other funding sources before applying for Professional Development Course/Certification Award support.
- Plan to share knowledge gained with relevant stakeholders (e.g. colleagues, community agencies) via presentation, workshop, discussion and/or report.

**PROFESSIONAL DEVELOPMENT ACTIVITIES ELIGIBLE FOR FUNDING INCLUDE, BUT ARE NOT LIMITED TO:**

- Skill certification programs;
- Expenses including workshop fee and other related fees such as registration fee, workshop supply fee, books, access codes, and other associated expenses

**ACTIVITIES AND EXPENSES NOT ELIGIBLE FOR FUNDING INCLUDE:**

- UHMC non-credit courses;
- Online courses;
- Professional dues, subscriptions, journals, and books not required by the course/program;
- Equipment, including computer hardware and software;
- Per diem or food cost

**PROCEDURES AND REQUIREMENTS FOR APPLICATION**

- \_\_\_ 1. Read both the Professional Development Course/Certification Award policy and the Application Information.
- \_\_\_ 2. Inquire about and seek out support from other funding sources.
- \_\_\_ 3. Submit approved Faculty & Staff Development Fund award email message.
- \_\_\_ 4. Acquire and digitize supervisor's statement of support for your funding request.
- \_\_\_ 5. Digitize an official brochure, flyer, announcement, or invitation describing the course/certification program.
- \_\_\_ 6. Prepare a brief plan for sharing knowledge and experiences with colleagues/college/other stakeholders.
- \_\_\_ 7. Complete and submit the online Professional Development Course/Certification Award Application Form – Request Funding and attach #4 & #5 above.

*Please make digital or hard copies of all application documents for your files.*

**REQUIREMENTS FOR REIMBURSEMENT**

**IMPORTANT: Save all original receipts.** Upon approval of your application and submission of all necessary documents, your reimbursement will be issued in approximately 2 months. Submit to the Faculty & Staff Development Fund Committee Chair in Box 200.

Make digital or hard copies of all documents submitted for reimbursement. Award funding will be released at the beginning of each course with subsequent funding after the submission of evidence of successful completion of the previous course. Awardees are obligated to return the award funding for the course (s) they are unsuccessful in completing/passing.

- \_\_\_ 1. Check Request Form, which will be e-mailed to you when your request is approved
- \_\_\_ 2. Original receipts for expenses and credit-card statement for all charged expenses
- \_\_\_ 3. One-page summary report at the conclusion of the course/program, including:
  - Part 1:** A description of the course/program and how it impacted your job and UH Maui College and,
  - Part 2:** a description of how the knowledge and experiences were shared.



[Link to the Professional Development Course/Certification Award Application](#)

*Mahalo to the many generous donors who support the UHMC Faculty and Staff Development Fund and make these awards possible*