

## Processes for Education Assistance

Education Assistance	Wyoming Workforce Grant
Used for degrees that apply to positions which benefit Cheyenne Regional as determined by the Director of Human Resources.	Used for training that corrects skill deficiencies or upgrades skill levels, has a direct relationship to the employees position, not normally provided by the business and needed for the business to remain competitive.
Will reimburse tuition/cost of course, lab fee(s), and textbook(s) that is not a requirement of the employee's current position.	Reimburses for tuition registration, class fees and class materials directly related to the training, travel expenses, including transportation, lodging and meals, instructor's fees and travel where the instructor is brought in for the training and fees for continuing education units and certifications that may be obtained during the training.
Full-time employee up to \$5,000 per fiscal year  Part-time employee up to \$3,000 per fiscal year  Commitment to work based on amount received, begins after successful completion of approved course(s) and are extended for each amount of assistance received.	Up to \$2,000 per fiscal year per employee.  The state will pay 60% and CRMC is responsible for the additional 40% (Additional 40% needs to be submitted through training and travel by the employee).  <b>No commitment</b>
Application must be <b><u>submitted a minimum of three-weeks before each semester</u></b> for which you are seeking reimbursement.  Applications require the degree sought and how that degree applies to positions at Cheyenne Regional.  Application require approval of your department head and executive team member prior to submission.	Paper application is <b><u>submitted to HR at least 30 days prior to any training</u></b> (no more than 110 days). All information regarding the training being applied for <b>MUST</b> be submitted with the application.  Training and Travel request form is filled out by the employee and submitted through Vice President.  Paper application for the grant will be submitted after approval from Vice President.
All requests are reviewed by the Director of Human Resources who will determine whether the individual request will be granted.	HR notifies employee on the states decision (approval or denial). If there is an approval the employee will contact their dept secretary to make all accommodations through training and travel (the funds from the state will reimburse the training and travel budget).  <b>NO</b> reservations should be made until VP has approved the training and travel request (even if the state has already approved the grant).
	Workforce Grant application does <b>NOT</b> go to Vice President.  Training and Travel Authorization request <b>DOES</b> go to Vice President.
Funding will be determined each fiscal year.  Reimbursement received will be on a fiscal year basis.	All funding is provided through training and travel once an approval from the state has been made (and approval from VP for the additional 40% of the funding).
Reimbursement is made <b>AFTER</b> successful completion of course.	90 days after the completion of training the employee will be required to provide final documents to HR about the training (HR will contact employee for this information).  Documents to be submitted will be final receipts for cost of program (including hotel and travel receipts), detailed syllabus, paragraph from employee stating what was learned in the training, and signed certificate of completion from the training provider.

**All applications can be found on the CRMC intranet under Departments-Human Resources-Forms-Education Assistance**