



Connecticut Department of Mental Health and  
Addiction Services

Office of the Commissioner - Human Resources

MEMORANDUM

January 2018

TO: DMHAS Facility Training Approval Officers, Supervisors, and Employees

FROM: Robert Paolitto, Agency Training Approval Officer – DAS In-service Training Programs  
Office of the Commissioner – Human Resources

SUBJECT: **Guidelines for Approving Employees' Applications for In-Service Training Courses in Conjunction with the Department of Administrative Services and Connecticut's State College and Universities System**

**Please Note: Supervisors approve or reject applications for In-service Training**

**REVIEW EACH APPLICATION TO DETERMINE:**

1. Whether the course(s) are related to the work of the employee. If not related but would be deemed to be of personal benefit to the employee, consideration may be given to approve attendance. Release time is always subject to department/division work requirements;
2. Whether the employee is aware, that upon registration, he/she **agrees and is required to pay for the course upon notification of their acceptance**. If an employee signs up for several courses and is accepted into all of them, **they must be prepared to pay for ALL courses**;
3. That the number of days to attend all courses applied for is acceptable to you in terms of time away from work for the employee and that; 1) the days do not conflict with other priorities within you department, or 2) **the selected courses are not scheduled on the same day**;
4. That the employees know that they may apply for tuition reimbursement or workshop/training funds only upon completion of the course and in accordance with the **provisions of their collective bargaining agreements**;
5. That the employee knows **where** their course(s) are being held. Names of colleges, directions and cancellation information were distributed with the semester DAS In-service Training materials.

**Once seats are reserved, the employee is responsible for payment whether they attend the class or not. If students cannot attend a class due to illness or schedule changes, they should notify their Facility TAO and try to find a substitute to attend in their place. However, they are not eligible for a refund unless they have found a "paying" substitute.**

**Additional Requirements:**

- **The Individual Application for In-Service Training Programs:** The employee completes this form and also obtains their supervisor's signature. (**Applications that do not have a supervisor's signature will not be accepted**). **All requested information must be complete and legible to be accepted and processed.**
- Employees must complete a Travel Authorization Request Form (**CO-112 Rev.05/2014**), found on the Office of the State Comptroller's website, <http://www.osc.ct.gov/agencies/forms/index.html>, for **each approved course**. Forms must be signed by the employee's supervisor or division head. If seeking reimbursement from union or agency funds, the employee must indicate In Block #14 of the form, which fund will be used. Forms will be submitted to the DMHAS Facility TAO.
- **Travel Authorization Request Forms should not be sent to the DMHAS Education and Training Division or the Office of the State Comptroller.**
- **TAOs will collect payment for the employee's approved courses and process all CO-112(s) and payments directly with their facility business office.**



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- **EMPLOYEES MUST SUBMIT A COPY OF THEIR COURSE COMPLETION CERTIFICATE TO THEIR FACILITY TAO UPON THEIR RETURN FROM TRAINING. DMHAS SETS DEADLINES BY WHICH TAOs MUST REPORT FINAL ATTENDANCE.**