

# State of Connecticut In-Service Training Program

The State In-Service Training Program provides high-quality, diverse training opportunities to all Connecticut state employees through a partnership of the Department of Administrative Services and the Community College System.

## How to Register for State In-Service Training:

The Fall 2021 State In-Service Training Course Catalog and application are now available. Course registration **applications will be accepted until Friday, August 13, 2021.**

1. Review the State In-Service Training catalog located at <http://www.commnet.edu/in-service/> to identify courses relevant to your position.
2. Choose a course that best fits your professional or job skill development need. Be sure to carefully check the dates and times of the courses for which you are applying for any potential conflicts. No seat changes or withdrawals are allowed once seats have been assigned.
3. Seek support and/or approval from your supervisor.
4. Forward the signed application to your department's division head for approval.
5. Forward signed application(s) to Claudia Richards-Meade, Human Resources, [claudia.richardsmeade@ccsu.edu](mailto:claudia.richardsmeade@ccsu.edu).

## After your registration has been received:

- Course registration requests are reviewed by Human Resources and seats are requested.
- Once courses are confirmed by the CSCU State In-Service Training Coordinator, you will receive your course confirmation by e-mail. Unfortunately, we cannot guarantee a seat in any class until it is confirmed by the Training Coordinator.
- Maps and driving directions are included at the back of the In-Service catalog and are available online at <http://bor.ct.edu/in-service/>.
- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the class will not be given a certificate. Send a copy of the course completion certificate to Claudia Richards-Meade.
- Use **RTRNG** as the time reporting code for the hours/day(s) that you attend training.

Should you have any questions or require assistance with registration, contact Claudia Richards-Meade, Human Resources Assistant, at 860-832-0031 or e-mail [claudia.richardsmeade@ccsu.edu](mailto:claudia.richardsmeade@ccsu.edu).

# Individual Application for State In-Service Training Program

Central Connecticut State University

**Please note:**

- Be sure to carefully check the dates and times of the courses for which you are applying for any potential conflicts.
- No seat changes or withdrawals are allowed once seats have been assigned.
- If you are unable to attend a course for which we have reserved a seat and you are unable to find a replacement, your department will be responsible for the course fee.

**Return this application by: Friday, August 13, 2021**

Return to: Claudia Richards-Meade via e-mail at [claudia.richardsmeade@ccsu.edu](mailto:claudia.richardsmeade@ccsu.edu)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**Course Information – One Course Per Page**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Date(s): \_\_\_\_\_

Fee: \_\_\_\_\_

I meet the prerequisites listed in the course description:  Yes  No  None Listed

**Approvals:**

**Supervisor Name:** \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Division Head Name:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_