

Continuing Education Staff Development Program

Last Name	First Name	CSU ID#	
Street Address	City	State	Zip
Department	Phone #	Semester & Year	

Check ONE:

This person is appointed to a full-time position and in ACTIVE status as of the first day of the semester for which benefits are being applied and is eligible for Staff Development Program benefits.

This person is appointed to a part-time position regularly scheduled to work 20 or more hours/week and in ACTIVE status as of the first day of the semester for which benefits are being applied and is eligible for Staff Development Program benefits. (Note: Benefit is NOT available to Lecturers/Adjuncts)

This person is an eligible RETIREE (an eligible retiree is one who retires from full-time active service after at least 5 years of service).

Check ONE:

Course(s) will be taken during UNPAID time and will not conflict with regular responsibilities.

Course(s) are currently unavailable during non-working hours. In management’s judgement, the course will contribute significantly to the maintenance and improvement of job performance. The employee may be excused ____ total hours with pay to attend ONE course.

College Offering CE Course:

- | | | |
|--|--|--|
| <p>Business
prodev.business@csuohio.edu</p> <p>COA&S
classce@csuohio.edu</p> <p>DEI Certificate
Diversityinstitute@csuohio.edu</p> <p>Engineering
n.pratt@csuohio.edu</p> | <p>ESL
eslce@csuohio.edu</p> <p>Health & Human Performance
cehperd@csuohio.edu</p> <p>Law
cle@law.cusohio.edu</p> <p>Nursing
cenursing@csuohio.edu</p> | <p>Recreation Center
Click here</p> <p>Staff Development
n.pratt@csuohio.edu</p> <p>Teaching Academy
n.pratt@csuohio.edu</p> <p>Urban
levinadmin@csuohio.edu</p> |
|--|--|--|

List only those courses being taken under the CONTINUING EDUCATION Staff Development Program

8 Credit Hour (in-state undergraduate) equivalent maximum

Employee is responsible for any charges over limit

Course Name	Start Date	Days & Hours	Price

By my signature below, I attest that my enrollment for the above-mentioned semester does not exceed the 8-credit hour (or equivalent) combined maximum limit for CE + credit-based courses. I understand that any overage will be billed to my student account with the University.

Employee Signature	Date	Chairperson/Dean/Dept Head Signature (HR signs for retirees of University)	Date
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Return completed form to the email address listed beneath the college name.