

How to Apply for Training

(Student Information)

IMPORTANT NOTE:

Please make your course selections vary carefully, because no withdrawals or substitutions can be made after seats have been assigned. Also, pay special attention to any prerequisites that appear with course descriptions. You will have a better experience if you attend a course well suited to your skill level.

How do I know what courses are being offered this term?

Obtain course listings and an application form from your agency's Training Approval Officer (TAO). The catalog is also available on our Web-Site at www.commmnet.edu/bisn/InService_Training/in.htm

Where are the courses located?

Courses are held at the Community-Technical Colleges located throughout the state. The *course number* includes an abbreviation for the college offering each particular course. AS = Asnuntuck, CA = Capital, GW = Gateway, HO = Housatonic, MA = Manchester, MX = Middlesex, NK = Norwalk, NV = Naugatuck Valley, NW = Northwestern, QV = Quinebaug Valley, TR = Three Rivers, TX = Tunxis. Directions to each college are located at the end of the catalog, or on the Web.

Where do I send my application?

Submit applications to your TAO, after receiving any approvals required by your agency (usually your supervisor must approve training before submitting the application to the TAO). Your TAO may have to obtain further approvals after receiving your application. **Please note the registration deadline given to you by your TAO, as applications accepted after that date *may* not be accepted.**

How are seats assigned?

Your TAO will submit a **summary of all approved applications**. This summary does not include your personal information or a list of which courses you have personally applied for. The summary only includes the total number of seats that your agency is requesting for each course. Once the requests from all agencies have been entered into our database, we cancel courses that have extremely low enrollment and assign seats for other courses. Whenever courses are over-requested, we assign seats as fairly as possible by agency. If the same class is available on another date or at another college, we will assign a seat in that class instead, depending on your agency's substitution option selection. Seat assignments are communicated directly to your TAO.

What about certificates and proof of attendance?

Attendance will be taken at each class session. All students who attend *a minimum of 80%* of the class will be given a certificate of completion, in most cases at the end of the day. Your agency may ask you to provide a certificate as proof that you attended the class, or you may be asked to have your instructor sign a *Verification of Attendance* form at the end of the day. Your TAO will tell you what your agency prefers.

My TAO told me I have been assigned a seat in a class, but my schedule has changed. Can I switch to another class?

NO! Once seat assignments have been made, your agency is responsible for payment whether you attend or not. If you **MUST** miss class because of illness, a schedule change, etc., notify your TAO **immediately** so they can allow someone else to attend in your place.

It's snowing. How do I know if my course will be canceled?

Refer to the cancellation information included with the maps at the end of the catalog. If you're still in doubt, call the college at the number listed in the appendices section of the catalog. If courses are canceled, you are generally expected to resume your normal work functions. Your TAO will be notified when new dates have been arranged.

I have more questions. Who should I ask?

ALL QUESTIONS, including those concerning your admission to courses, attendance, deadlines, course locations, etc. **MUST** be directed to your TAO.