

Cleveland State University

CONTINUING EDUCATION Staff Development Program

Employee					CSU ID#		
	Last	First	MI				
Permit Address							
	Number	Street	City	State	Zip		
Department	Campus 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). **Obtain signature from the Department of Human Resources AC 113).**

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 judgment, 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

- | | | |
|---|---|---|
| <input type="checkbox"/> Business
prodev.business@csuohio.edu | <input type="checkbox"/> COA&S
classce@csuohio.edu | <input type="checkbox"/> JerOnline Courses
wkfcedev@csuohio.edu |
| <input type="checkbox"/> COHP
coshpce@csuohio.edu | <input type="checkbox"/> Ed2Go Courses
prodev.business@csuohio.edu | <input type="checkbox"/> DEI Certificate
wkfcedev@csuohio.edu |
| <input type="checkbox"/> Education
cecasal@csuohio.edu | <input type="checkbox"/> Engineering
n.pratt@csuohio.edu | <input type="checkbox"/> ESL
eslce@csuohio.edu |
| <input type="checkbox"/> Health and Human Performances
cehperd@csuohio.edu | <input type="checkbox"/> Law
cle@law.csuohio.edu | <input type="checkbox"/> Nursing
cenursing@csuohio.edu |
| <input type="checkbox"/> Recreation Center
m.m.rieger@csuohio.edu | <input type="checkbox"/> Teaching Academy
n.pratt@csuohio.edu | <input type="checkbox"/> Urban
levinadmin@csuohio.edu |

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

8 CREDIT HOUR (IN-STATE UNDERGRAD) 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.

FACULTY/STAFF MEMBER SIGNATURE	DATE	CHAIRPERSON, DEAN, DEPARTMENT HEAD, HR ¹	DATE
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¹ Human Resources signs for retirees of the University

Submit Completed form to the email address listed beneath the college name. Rev. 10.4.2022