UMCHS
Umatilla-Morrow Head Start, Inc.

TRAINING GUIDELINES

GENERAL POLICIES

1. All requests for training shall be submitted to your supervisor using the agency training request form. The supervisor must weigh and approve request based on training relevance to position and agency before submitting.
2. All requests for training are expected to be submitted for approval 30 days prior to training. With less than 30 days' notice, requests may not be considered.
3. Where materials and books are included in the registration using training dollars, they shall be considered the property of Head Start. All other books shall be purchased by participants, not the agency.
4. Training expenses will be considered when proper documentation is presented with the training request. **Proper documentation includes (registrations, meal costs, travel costs)**
5. Travel advances are available for training when necessary.
6. When the program pays for training expenses and the trainee is unable to attend, or does not receive a grade of C or better, trainee will reimburse the program for the expenses paid.
7. Upon completion of training, employees shall submit a brief written training evaluation and pertinent training materials to the Human Resource Director.
8. Funds will be approved by the Deputy Director in consultation with the Executive Director as available. Funding will be allowed for:
    a) Conference registration fees
    b) Academic training (specific to position or mission of agency)
    c) Workshops
    d) Electronic media (webinars etc.)
    e) CDA fees
    f) Travel and /or per diem incurred by:
        i) Peer trainers;
        ii) Conference and workshop attendance;
        iii) Outside consultants.
9. Other guidance concerning training shall be found in the remainder of this document.

INDIVIDUAL TRAINING

1. Funds for individual training are available through all program funding sources as allowed.
2. Funds are available to all employees in the following priority:

    a) Job related goals from Professional Development
    b) To gain new skills and knowledge
    c) To enhance performance
    d) To update knowledge in content area

GROUP TRAINING

1. Funds for Group Training shall be allowed.
2. It is expected that Group Training will arise from convergent needs and Program Rules & Regulations
3. Trainers for groups shall be identified in the following priority:
   a) Local peer trainers
   b) Local training consultants and/or resources
   c) Peer trainers- not local
   d) Training consultants and/or resources- not local
4. When feasible, members of the community may be afforded the opportunity to attend group training.
6. Funding will be allowed for:
   a) Trainers/consultants
   b) Meeting sites
   c) Meals/refreshments
   d) Materials
   e) Travel/per diem
   f) Academic Credit
7. Group Training needs will be identified by the Executive Director in consultation with the Senior Leadership Team (SLT).
   Training needs shall be identified through the following methods:
   a) In response to Program Rules & Regulations
   b) In response to convergent needs as identified by individual Professional Development Plans
   c) In response to self-assessment findings and program improvement plans.
   d) In response to staff emergent training needs.

GRADUATE CREDIT TRAINING

1. Funds are not available to pay for Masters Programs.
2. Funds for Graduate Credit may be allowed.