

Miami University - Job Enrichment Course Approval/Point Request Form

Name _____ Job Title _____
Banner ID/Unique ID _____ Department _____
Phone Number _____ Supervisor Name _____
Course Title _____
Course Code _____ Course Completion Date _____ Course Time/Hours _____

Section A: Required documentation for courses listed on curriculum

Academic Course PennFoster NCCER

- Include copy of final grade or transcript
- Include syllabus for course pre approval only

American Management Association (AMA) American Culinary Federation American Institute of Baking
ED2GO Educational Institute National Retail Federation Universal Class

- Include letter of completion or screen shot of test including post-test score (AMA only)
- Include certificate of completion

Cleaning Management Institute CE Direct Skillport TPC

- No additional documentation needed

Section B: Required documentation for courses NOT listed on curriculum

Tested

- Include detailed agenda with timeframes, event description and learning objectives
- Include proof of successful completion
- Include documentation from learning vendor indicating test results, passing score requirement, and/or certification hours

Non-Tested (JEP credit for 2 events, earning up to a combined maximum of 40 total points, per calendar year)

- Include detailed agenda with timeframes, event description and learning objectives
- Include seminar/conference provider information (organization, instructor name, phone, website, email address, etc.)
- Include proof of attendance

Section C: For all courses not listed on your curriculum, describe the advanced skills and knowledge, beyond what is reasonably expected for your current position, that will be acquired from this course, and how specifically the content will be applied to your role.

I certify that I have read and understand the Ethics Statement in the Job Enrichment Program guidelines, and the information presented on this form is complete and accurate.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____