

SUPERVISORY CERTIFICATION PROGRAM (SCP)

APPLICATION

1. Request approval from supervisor or authorizing signature.
2. Please use the same application to register for the entire program (block and elective courses)
3. Applications should be interoffice-mailed to SPCC Bldg Government Center 21st floor ATTN Marcela Diaz, or **faxed to 305-375-3063**.
4. Incomplete applications will be returned to employee.
5. **48 hours** advance notice is required to cancel a class.
6. All applications will be confirmed prior to the class.

_____	_____	_____	Employee ID # E- _____	Department Name _____
Last Name	First Name	M.I.	Index Code: _____	Current Classification (Title / Position) _____
Participant's Signature _____			COURSE FEE \$85 per class (charge to the department)	
Email Address (Work) _____			Telephone Number (Work) (____) _____ - _____	Alternate Telephone Number _____ - _____ - _____
Participant's superior authorizing charges (Signature) _____			Approval Date _____	Telephone _____ - _____ - _____
			→ Print Name _____	

CORE COURSES (MUST be taken in order)

BLOCK #: _____ complete one application for one block of core courses.

	Class Date	
1. EMS (8 hrs)	_____	Effective Management Skills
2. OPP (4 hrs)	_____	Orientation to Personnel Procedures
3. FEP (8 hrs)	_____	Fair Employment Practices
4. PPA (8 hrs)	_____	Proactive Performance Appraisal
5. DIS (8 hrs)	_____	Progressive Discipline
6. SUS I (4 hrs)	_____	Supervisory Safety I
7. SUS II (4 hrs)	_____	Supervisory Safety II
8. BUS L1 or L2 (8 hrs)	_____	Business Writing Level 1* or Level 2** (choose one and circle it)

*Business Writing class: participants are required to take one Business Writing class (BUS L1 or BUS L 2) to meet the core course requirement.

**Participants that take both Business Writing classes will fulfill one 8 hour core course and one 8 hour elective course.

ELECTIVE COURSES

Minimum of 12 hours are required. A separate application is required for each elective course

	Class Date	
BUD (8 hrs)	_____	Budget Preparation (offered Oct-Dec)
BUS* (8 hrs)	_____	Business Writing Level 1or Level 2
CRS (8 hrs)	_____	Conflict Resolution Skills
CSC (8 hrs)	_____	Customer Service and Communication
CUD (8 hrs)	_____	Cultural Diversity (8 hrs)
MWD (4 hrs)	_____	Mediating Workplace Disputes
STI (8 hrs)	_____	Structured Interview & Selection Techniques
VIW (8 hrs)	_____	Violence in the Workplace

* Business Writing class: participants may take one of the Business Writing classes (BUS L1 or BUS L 2) to fulfill 8 of the required 12 elective hours.

Classes will be held in the **Stephen P. Clark Center, Rooms 18-A and 18-B**, unless otherwise indicated on the schedule. There will be a sign near the west elevators on the 18th floor assigning room locations.

Applicants who arrive **15 minutes or later** to class will be asked to reschedule the class.