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.

______________________________
Last Name

______________________________
First Name

______________________________
M.I.

Employee ID # E- ____________

Index Code: _________________

Department Name

Current Classification (Title / Position)

______________________________
Participant’s Signature

______________________________
Alternate Telephone Number

______________________________
Email Address (Work)

______________________________
Participant’s superior

______________________________
authorizing charges (Signature)

Print Name

COURSE FEE $85 per class (charge to the department)

Telephone Number (Work)

(______) ______-__________

Approval Date

_________ ______-______

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 1 or 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 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.

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.

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.

Revised 3/11/2009 4:59:45 PM  Md