



Instructions for Completing Continuing Education Forms

Erma Bombeck Writer's Workshop

Before you complete this form, you should consider the following:

Benefits eligible employees who work 1,000+ a year may qualify to attend continuing education programs funded by the Office of Human Resources with their supervisors' approval. In order to qualify for continuing education funds, these programs must be approved for Continuing Education Units (CEUs) or Certified Professional Education (CPEs).

Please print a copy of this form, complete the applicable sections, and send the form to the Office of Human Resources, Attention: Learning & Development, St. Mary's Hall +1649.

Please contact Alex Polzella, Learning & Development Manager, at x9-4895 or polzellaa1@ udayton.edu with general questions about continuing education at UD.

UNIVERSITY OF DAYTON
OFFICE OF HUMAN RESOURCES

APPLICATION FOR CONTINUING EDUCATION FUNDS
ERMA BOMBECK WRITER'S WORKSHOP

Program	Cost	Program date(s)
Employee's Name	University ID	
Department	+4 Zip	
Employee Signature	Campus Phone	Date
Supervisor Signature (must have approval by supervisor to attend)		Date

Budget Transfer Information: *(Human Resources will complete)*

Total amount to be transferred: \$ _____ from HR account/subaccount: _____ to account #32131.