

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>CDF TRAINING REQUEST</b> TR-7 (1/01)	This form must be completed for non-CDF training, which requires State time, registration, or Tuition fees. It can also be used for CDF training per Unit policy.
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**PART A EMPLOYEE TO COMPLETE**

NAME:	CIVIL SERVICE CLASSIFICATION:	DATE:	
WORK ADDRESS:	UNIT:	PHONE NUMBER:	
INTERNET EMAIL ADDRESS:	CITY:	ZIP CODE:	
TRAINING PROVIDER:	DISABILITY ACCOMMODATION ? <input type="checkbox"/>	FAX NUMBER:	
COURSE TITLE:	LOCATION OF TRAINING:		
TRAINING DATES REQUESTED:	CHECK HERE TO ENROLL IN NEXT AVAILABLE CLASS [     ]		
<b>TRAINING COSTS:</b>	AMOUNT	<input type="checkbox"/> No cost for travel <input type="checkbox"/> No cost for training	
TRAVEL AND PER DIEM	0		
TUITION AND BOOKS	0		
TOTAL COST	0		
<b>TRAINING HOURS:</b>	EMPLOYEE TIME:	STATE TIME:	TOTAL TIME:
<b>REASON FOR TRAINING:</b>			

**PART B SUPERVISOR TO COMPLETE**

THE TRAINING CATEGORY AND REIMBURSEMENT LEVEL ARE (CHECK ONE)

<input type="checkbox"/> JOB-REQUIRED	"Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary by new assignments or new technology, refresher training for maintenance of ongoing programs, safety training, and training mandated by law or other State authority." (CA Code of Regulations 599.819) Job-required training is provided 100% reimbursement for tuition and other necessary expenses, including the allocation of time with pay.
<input type="checkbox"/> JOB RELATED	"Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment." (CA Code of Regulations 599.819) " Full reimbursement may be provided for Job-Related tuition and other necessary expenses, including the allocation of time."
<input type="checkbox"/> UPWARD MOBILITY	"Upward mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility..." (CA Code of Regulations 599.819). These include clerical, supervisory clerical, semiskilled, crafts and trades, supervisory crafts and trades, custodial, supervisory custodial, and laborer classifications. See "Career-Related" training for reimbursement level.
<input type="checkbox"/> CAREER-RELATED	"Career-related training is designed to assist in the development of career potential and is intended to help provide an opportunity for self-development while also assisting in the achievement of a department's or the State's mission. Career-related training may be unrelated to a current job assignment." (CA Code of Regulations 599.819) Upward mobility and career-related training are provided 50% reimbursement for tuition and books up to a maximum of \$500 per fiscal year (to exceed this amount requires the approval of the appropriate deputy director/region chief or designee). Reimbursement for travel and per diem is not allowed. Reimbursement for such training may be made only if the employee has successfully completed all course requirements as specified by the training provider. Employees may be granted a maximum of three hours of State time per week for college courses. For other short-term courses, time away from work is at the discretion of the supervisor. Upward mobility and career-related training reimbursements are now taxable (State Controller's Payroll Letter 92-07). To receive reimbursement for career-related non-State sponsored training, the employee must be a permanent employee and have completed an Individual Development Plan.

If the reimbursement listed above is in conflict with a memorandum of understanding (MOU), the MOU shall be controlling. (Government Code 19995)

<input type="checkbox"/> APPROVAL RECOMMENDED	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
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SUPERVISOR'S SIGNATURE:	TITLE:	PHONE NUMBER:	DATE:
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**PART C TRAINING BUDGET MANAGER TO COMPLETE**

<input type="checkbox"/> APPROVED by Budget Manager		<input type="checkbox"/> DISAPPROVED by Budget Manager	
FY	INDEX	OBJECT	PCA
AUTHORIZED SIGNATURE:		TITLE:	DATE:

**PART D EMPLOYEE TO COMPLETE AFTER TRAINING**

ACTUAL EXPENSES	TO BE PAID BY EMPLOYEE	TO BE PAID BY STATE	TOTALS
TRAVEL AND PER DIEM			
TUITION AND BOOKS			

Was this a distance learning type of training? Yes <input type="checkbox"/> No <input type="checkbox"/> (i.e. self study, video, book, satellite, video conferencing, Computer Based Training, on-line training, correspondence course)	Was the training identified on your Individual Development Plan? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was the training a special project assignment designed specifically for you? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Would you recommend this training to others? Yes <input type="checkbox"/> No <input type="checkbox"/> Why?	How was the training beneficial? (to you and to CDF)
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SIGNATURE OF EMPLOYEE:	FINAL GRADE RECEIVED <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> INCOMPLETE	DATE:
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Upon completion, attach a copy of TR-7 to Travel Expense Claim and submit copy to Training Officer and/or Finance Specialist, as dictated by local policy. For additional information, refer to the Training Procedures Handbook.

**PART E TRAINING OFFICER TO COMPLETE**

NAME OF TRAINING OFFICER:	DATE POSTED TO TRAINING RECORD:
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For state sponsored training, employee is to contact their training officer to register, otherwise the employee is responsible for registration with the training provider as well as travel or lodging arrangements.

If the employee does not attend or complete the course, they must notify their supervisor, the manager controlling the training budget expenditures, and the training officer immediately.