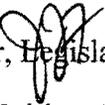


MEMORANDUM

September 10, 2009

TO: Management and Fiscal Policy Committee
FROM: Justina J. Ferber,  Legislative Analyst
SUBJECT: MC Employee Tuition Assistance Program

Background

In mid-July Executive Branch staff announced that County Attorney Leon Rodriguez would conduct an investigation based on questions raised about the use of tuition assistance funds by law enforcement officers for a continuing education class that allowed participants to purchase discounted firearms. Inspector General Thomas Dagley announced that he would be investigating whether taxpayer-funded payments were used to subsidize the purchase of weapons by County employees. Councilmembers, also concerned about the use of tuition assistance funds, scheduled a discussion by the MFP Committee. In preparation for the discussion, Council President Andrews requested information from the CAO regarding the County's employee tuition assistance program; the memo request is at ©1. OHR's response to the Council President begins at ©8.

The personnel regulations provide that an OHR-administered tuition assistance fund is available to help pay the costs of education or training selected by employees. OHR has two objectives for the tuition assistance program: 1) ETAP, Employee Tuition Assistance Program, which funds education or training to obtain a certificate, associate degree, baccalaureate degree, or graduate degree that must be related to an employee's present job or career objective with Montgomery County Government; and 2) JITAP, Job Improvement Tuition Assistance Program, which funds courses or training that improves or maintains the skills required in the employee's current job which are not leading to a degree.

Merit system employees submit tuition assistance applications to their supervisor for approval which are then submitted to OHR. Supervisory approval is not required of FOP and IAFF members who may submit applications directly to OHR. The OHR Director or designated OHR staff makes the final determination on all tuition assistance requests by ensuring compliance with the personnel regulations and with collective bargaining unit agreements. Tuition assistance is funded through the county budget and the availability of funds is on a first-come, first-served basis except for FOP members who receive tuition assistance throughout the fiscal year. All other employees are limited to the dollar amount of funds for which they can apply per fiscal year.

For FY10 the Council budgeted \$830,420 for tuition assistance for employees. Funding is limited to \$1730 for full time employees and \$865 for part-time employees. The table on ©87 shows the expenditures per bargaining unit for fiscal years 2005 to 2009 and the number of applicants each year. According to Table 3 on ©16, \$1,017,772 was expended in FY09.

Briefing

The Council has asked Executive staff to explain how funds appropriated for the tuition assistance program are being used in practice and how the program is both administered and evaluated by the Office of Human Resources. County Attorney Rodriguez and OHR Director Joseph Adler, will brief the Committee on the County Attorney's investigation and the employee tuition assistance program. (The County Attorney has retained Robert Warshaw, former Rochester, New York police chief and internal investigations consultant, to assist in his investigation.) Kathleen Boucher, Assistant Chief Administrative Officer, will also be in attendance.

Inspector General Dagley will give a brief overview of the investigation underway by his office. A copy of the IG's memo to the CAO outlining four objectives for the IG review of the Tuition Assistance Program is attached at ©6.

Council Questions

To better organize the packet, Council staff has indicated on the Council President's memo at ©1, the circle number on which to find each OHR response. OHR's response to the Council begins at ©8. Please note the OHR materials are not packaged as listed, so circle numbers are also identified and bargaining unit agreements are marked with initials to assist Councilmembers in navigating the materials. Also note that the two tables (©16 and ©87) identifying expenditures per year for tuition assistance do not agree.

Highlights

Of note are the charts on the following pages:

- ©12 – Tuition assistance program requirements by bargaining unit (*Note for all units the availability of funds is on a first-come, first-served basis except FOP members who receive tuition assistance throughout the fiscal year.*)
- ©16 – 5-Year history of budget expenditures for tuition assistance (*Note for FY09 tuition assistance funding is substantially over budget and funding was depleted by October.*)
- ©63-80 – List of approved courses for FY08 and FY09
- ©81-85 – List of disapproved or cancelled courses for FY08 and FY09
- ©87 – Tuition assistance cost by bargaining unit 2005-2009 (*Note the 33% increase in total tuition assistance funding from FY08 to FY09.*)

Additional Questions

While the OHR response to the Council answers some questions, it does generate additional questions, such as:

In addition to program guidelines and policies outlined in the personnel regulations, what other criteria are used for approving classes and vendors? ¹

Where does the funding for unlimited FOP tuition assistance come from? Police budget? OHR budget?

Are employee evaluations of classes processed, and are the evaluations used as a tool to continue/discontinue classes?

How do supervisors and OHR receive feedback on courses taken by employees?

When will there be an evaluation of tuition assistance program effectiveness?

Are all of the classes on the “approved list” appropriate for County tuition assistance?

Can the list of approved classes be sorted by college, vocational school, organization or vendor?

Should County employees, be allowed to provide services and conduct classes for fees which could present a conflict-of-interest? Will Executive staff confer with the Ethics Commission on conflict-of-interest issues that have been raised?

¹ In 2001 the Council reviewed a 1999 IG report on fraud, waste and abuse regarding college tuition reimbursements in the Division of Fleet Management Services. The purpose was to assess whether Fleet Management acted properly in using County funds to reimburse three management-level employees for college tuition payments. As a result of the report, employee tuition assistance procedures were removed from the Administrative Procedures and included in Personnel Regulations as a new section entitled *Employee Development*. The Council tasked OHR to implement a testing system to track departmental training expenditures and provide more accurate departmental training records. OHR was to provide policy, criteria and procedures for department sponsored training and development activities and approval criteria for department-funded training with increasingly stringent requirements for training.

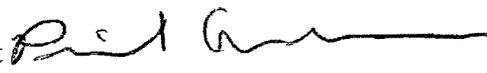


MONTGOMERY COUNTY COUNCIL
ROCKVILLE, MARYLAND

OFFICE OF THE COUNCIL PRESIDENT

MEMORANDUM

August 4, 2009

TO: Timothy L. Firestine, Chief Administrative Officer
FROM: Phil Andrews, Council President 
SUBJECT: **Request for Information on Tuition Assistance**

On behalf of the Council, I am transmitting the enclosed set of questions about the County Government's tuition assistance program. **Please provide the Council with written answers to these questions by August 20.**

The FY10 budget, as approved by the Council in May, included \$830,420 in the Office of Human Resources' operating budget to provide tuition assistance to County Government employees. In mid-July, Executive Branch staff announced that County Attorney Leon Rodriguez will be conducting an investigation based on questions raised about the use of tuition assistance funds by law enforcement officers for a continuing education class that allowed participants to purchase firearms at steep discounts. Last week, Inspector General Thomas Dagley announced that he also will be investigating whether taxpayer-funded payments were used to subsidize the purchase of weapons by County employees.

Councilmembers are similarly concerned about how funds appropriated for the tuition assistance program are being used in practice, and how the program is both administered and evaluated by the Office of Human Resources. On September 14th, the Management and Fiscal Policy Committee will hold a worksession on the tuition assistance program. Your responses will help Council staff prepare for an informed discussion with Executive Branch staff in September.

Thank you in advance for responding to the Council's questions. Please contact Legislative Analyst Justina Ferber (X 7938) if you need any clarification about the Council's request for information.

Enclosure

Copy: Kathleen Boucher, Assistant Chief Administrative Officer

Request for Information about the Tuition Assistance Program

1. **Legal framework and program material provided to employees.** Please provide hard or electronic copies of:

a. All relevant sections of County law, County regulations, and approved collective bargaining agreements (including side letters) with the Municipal and County Government Employees Organization/United Food and Commercial Workers Union, Local 1994 (MCGEO); the Montgomery County Career Fire Fighters Association, International Association of Fire Fighters, Local 1664 (IAFF); and the Fraternal Order of Police, Lodge 35 (FOP) that concern employee tuition assistance. (9) to (38)

b. All material that is made available to employees about the tuition assistance benefit, including: the general description of the program, explanation of who qualifies for the benefit, explanation of what tuition assistance does and does not cover, and application/approval forms. (39) to (56)

2. **Program Administration.** Please answer the following questions about how the tuition assistance program is administered:

a. What are the steps involved in the tuition assistance application and approval process? To the extent the process varies by bargaining unit, please explain the differences. For example, the 2008 side letter with the IAFF appears to permit a member to apply directly to the Office of Human Resources (OHR) for tuition assistance without going through a supervisor. Is this the case, and if so, how does this application process work in practice? Do we have similar agreements with the FOP and MCGEO? If so, when were they agreed to? (9) to (12)

b. The Personnel Regulations stipulate that the OHR Director may approve the use of tuition assistance to pay for training or education directly related to either: (12) to (13)

- The employee's current County work or normal career progression; or
- A field of study that will prepare the employee to make a career change within the County.

Please describe the criteria that the OHR Director uses to implement this portion of the regulations; include copies of all written guidance provided to staff assigned to work on the review of tuition assistance applications. In your response, also provide some actual examples of requests that met the OHR Director's criteria and some examples of requests that did not. (57) to (59)

c. What mechanisms does the County have in place to enforce the requirements outlined in the Personnel Regulations for reimbursing the County, e.g., if the employee does not complete the course or remain a County employee for at least a year after completing the course? What is the record of the County asking employees to reimburse the County for tuition assistance for each of the past five fiscal years? (14) to (15)
(60) to (61)

- 62 to 80
81 to 85
- d. For the most recent two fiscal years (FY08 and FY09), please provide a complete list of all courses, seminars, and other trainings for which tuition assistance funding was approved. To the extent it is available, please provide a comparable list of courses, seminars, and other training for which tuition assistance funding was disapproved.
- e. 15 Are there any limits on how frequently an employee may apply for and receive tuition assistance? If so, please explain what the limits are and how they are tracked and enforced.
- f. NO 15 Are there any types of courses or classes that would automatically not qualify for the use of tuition assistance funds? If so, please specify what they are.
- g. NO 15 Has the Ethics Commission provided any guidance or raised issued about the use of tuition assistance funds? If so, please explain and provide copies of any relevant correspondence to/from the Ethics Commission.
- h. NO 15 Assessment of program effectiveness: Do employees who use tuition assistance funds have to report to their supervisor or to OHR about the benefit of the course or class completed? Has OHR or other Executive Branch office ever conducted an evaluation of the tuition assistance benefit? If so, please describe and provide a copy of any written reports that have been produced.
- 16 3. **Five year history of budget and expenditures.** Please fill in the table below with total budget and actual expenses for the tuition assistance program, FY05 – FY09.

Budgeted vs. Actual Expenditures for Tuition Assistance, FY05-FY09

Fiscal year	Budgeted Amount	Actual Expenditures
FY05		
FY06		
FY07		
FY08		
FY09		
Total FY05-FY09		

- 16 a. In your response, please indicate how much of the tuition assistance program costs were spent each year on program administration (e.g., OHR personnel costs, operating expenses) or uses other than direct payments for tuition assistance to employees.
- 16 b. In fiscal years where the funds allocated for tuition assistance were depleted, please indicate the approximate time during the fiscal year that this occurred.
- 16 c. The language in the FOP agreement appears to indicate that all FOP members are entitled to receive tuition assistance, while all other employees are eligible on a first-come, first-served basis until all of the available funds are expended. Please explain what caps on expenditures do and do not exist (and when the FOP model was changed), and how the tuition assistance funds are managed to comply with the different agreements.

87

4. **History of Use of Tuition Assistance Benefit by Bargaining Unit.** Please fill in the following four tables with information for each bargaining unit and unrepresented employees about the number of applications for tuition assistance received and approved, and the total dollar amount of tuition assistance approved.

Summary of Tuition Assistance Approvals, FY05-FY09

FOP			
Fiscal Year	Number of Applications Received	Number of Applications Approved	Total \$ Amount of Tuition Assistance Approved
FY05			
FY06			
FY07			
FY08			
FY09			
Total			

IAFF			
Fiscal Year	Number of Applications Received	Number of Applications Approved	Total \$ Amount of Tuition Assistance Approved
FY05			
FY06			
FY07			
FY08			
FY09			
Total			

4

4. Continued: History of Use of Tuition Assistance Benefit by Bargaining Unit.

MCGEO (listed by department)			
Fiscal Year	Number of Applications Received	Number of Applications Approved	Total \$ Amount of Tuition Assistance Approved
FY05			
FY06			
FY07			
FY08			
FY09			
Total			

Unrepresented Employees (listed by department)			
Fiscal Year	Number of Applications Received	Number of Applications Approved	Total \$ Amount of Tuition Assistance Approved
FY05			
FY06			
FY07			
FY08			
FY09			
Total			



OFFICE OF INSPECTOR GENERAL

Thomas J. Dagley
Inspector General

050741

MEMORANDUM

August 11, 2009



TO: Timothy L. Firestine
Chief Administrative Officer

FROM: Thomas J. Dagley
Inspector General

SUBJECT: Review of the Montgomery County Tuition Assistance Program

As a result of allegations we have received from various sources, certain service providers may have engaged in misrepresenting their actual services, which were not associated with purported training classes. As such, the Office of Inspector General (OIG) is conducting a review of the Montgomery County Tuition Assistance Program (Program) and the County's process for regulating this Program.

Based upon the information we received and developed, the following four objectives have been identified for this review: 1) Determine if the Program's policies and procedures are adequately and effectively managed and whether the processes and key controls are aligned and operating accordingly; 2) Determine if certain service providers of the Program are properly organized, licensed, and registered, if appropriate, for their knowledge and expertise in a specialized subject matter or field; 3) Review Program participant documentation to ensure there is accurate, timely, and adequate justification to support the disbursement of financial resources requested by County departments for Program participation and whether these payments to the service providers of the Program are accurate and in accordance with contractual terms, if appropriate; and, 4) Evaluate internal controls associated with the use of the Program to safeguard against the potential for fraud, waste and/or abuse.

The OIG is aware of the investigation that will be conducted by County Attorney Leon Rodriquez. We are also aware of the Council's interest in the Program. We will continue to consult with the County Attorney and Council Members to assure that any investigative work on this review is not duplicated.



JF
cc
SOF
2/17
8/3
DLO
MONTGOMERY COUNTY
MONTGOMERY COUNTY

In order to proceed with this review, please provide the following information:

1. The Tuition Assistance Program budgets for FY-07, FY-08, FY-09 and FY-10 (to date). If there are separate budgets for the Employee Training Assistance Program (ETAP) and the Job Improvement Tuition Assistance Program (JITAP), please provide them for the respective years.
2. The actual expenses spent on the Tuition Assistance Program for ETAP and JITAP for FY-07, FY-08, FY-09 and FY-10.
3. Copies of all policies and procedures governing the Tuition Assistance Program for all Montgomery County employees including those who may be affiliated with any and all collective bargaining units.
4. A listing of all Montgomery County employees who registered for the Tuition Assistance Program for ETAP and JITAP for FY-07, FY-08, FY-09 and FY-10. This list should include the name of the employee, their department, course description, the vendor who provided the training, the cost of training and the dates of training.
5. Provide a point of contact that would facilitate the review of any and all employee files related to their participation in the ETAP or JITAP programs.

Please provide the requested information to Gary Weishaar, Assistant Inspector General, no later than August 31, 2009. If you have any specific issues or concerns about this request, please let me know.

Ref: 0042

cc: Phil Andrews, Council President
Joseph Adler, Director, Office of Human Resources
Kathleen Boucher, ACAO

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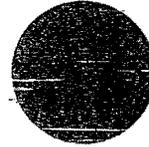
OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

September 4, 2009



In File

TO: Phil Andrews
Council President

FROM: Joseph Adler, Director
Office of Human Resources

SUBJECT: Request for Information on the Montgomery County Tuition Assistance Program

In response to your request for information concerning the Montgomery County Tuition Assistance Program, the following information is being provided to assist the Montgomery County Council and the Management and Fiscal Policy Committee prepare for its September 14th worksession on the Montgomery County Tuition Assistance Program.

1. Legal framework and program material provided to employees.
2. Program Administration
3. Five year history of budget and expenditures
4. History of Use of Tuition Assistance Benefit by Bargaining Unit

If you have any additional questions, please contact Karen Plucinski, Manager, Change Management and Organizational Development at 240-773-3386.

cc: Timothy Firestine, CAO
Kathleen Boucher, ACAO

Attachments

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MONTGOMERY COUNTY
COUNCIL
2009 SEP -4 PM 1:30



*Request for information on the Montgomery County Tuition Assistance Program
September 4, 2009*

1. Legal framework and program material provided to employees.

(17) (See Attachment A) The attachment includes:

- (18) →
- Montgomery County Personal Regulations, 2001 (as amended October-21, 2008), Employee Development, Employee Tuition Assistance (Section 14-1c)
 - Collective Bargaining Agreements
 - (26) • Municipal and County Government Employees Organization/United Food and Commercial Workers Union, Local 1994 (MCGEO)
 - (23) • Montgomery County Career Fire Fighters Association, International Association of Fire Fighters, Local 1664 (IAFF)
 - (25) • Fraternal Order of Police, Lodge 35 (FOP)
 - (28) • Memorandum of Agreement between Montgomery County and MCGEO for licensure for Therapists and Social Worker III's
 - (31) • Memorandum of Agreement between Montgomery County and FOP for employees below the rank of sergeant hired before January 1, 2006
 - (35) • Memorandum of Understanding between County and MCVFRA to give Tuition Assistance Benefit
 - (38) • Copy of the Side Letter for IAFF, Tuition Assistance, 12/12/2007
 - (39) • Tuition Assistance Program Information booklet
 - (44) • Tuition Assistance Program applications (includes MCVFRA and Unlicensed Therapist)
 - (49) • Tuition Assistance Program applications (includes MCVFRA and Unlicensed Therapist)
 - (51) • Checklist for employees before submitting tuition assistance application

2. Program Administration

- a. Employees are encouraged to submit tuition assistance application prior to registering for the semester/term at least two to four weeks before the first day of class. The Human Resources Department reviews the request for program compliance and notifies the employee within 7 to 10 working days if the initial request has been approved or disapproved.

(12) For FOP/IAFF, refer to Table 1: Montgomery County Tuition Assistance Program: Signature Requirements, Obligations, and Availability of Funds by Collective Bargaining Unit

Quick overview of process

- Employees obtain Tuition Assistance Program application materials from the Office of Human Resources or the Montgomery County website. To apply employees must:
 - Use on-line application or obtain a tuition assistance application form.
- Employees are encouraged to discuss with their immediate supervisor the course they wish to take and the reasons for taking it. The employee either applies for tuition assistance on-line or submits a Tuition Assistance Program application form to their supervisor for a recommendation to approve or deny. Supervisory approval of on-line applications and Tuition Assistance Program application forms is required for MCGEO and Unrepresented Employees. Supervisory approval is not required Tuition Assistance Program applications completed by members of FOP and IAFF Employees (see IAFF Side Letter: Tuition Assistance 12/27/2007).
- The Human Resources Director or designated OHR staff make the final determination on all requests by following the program's guidelines and policies.
- If the employee is approved, an Authorization/Approval Voucher Letter along with an instruction memorandum is sent to employee. The Authorization/Approval Voucher Letter is addressed to the educational institution and it authorizes the educational institution to bill Montgomery County directly for course work related to a specific dollar amount listed on the Authorization/Approval Voucher Letter. The instruction memorandum is an important document that explains to employees what to do with the Authorization/Approval Voucher Letter and it also lists program information, program requirements, and obligations for participating in the Montgomery County Tuition Assistance Program. (See Attachment B for a sample Authorization/Approval Voucher Letter and an instruction memorandum.)
- If the request is disapproved, OHR notifies the employee in writing with a reason for disapproval.
- Employees may request to be reimbursed for tuition assistance if they have already paid for an approved course. To request reimbursement an employee would submit a copy of the receipt indicating payment of the tuition to OHR designated staff.
- Educational institutions and vendors are allowed by the Authorization/Approval Voucher Letter to bill Montgomery County for the specific dollar amount listed on the Authorization/Approval Voucher letter.

- OHR processes payment after the educational institution or vendor invoices the County for the approved course work and dollar amount. Upon receipt of invoice, OHR verifies the dollar amount and course. If there are any concerns, OHR will contact educational institution or vendor.
- Upon the completion of the course, employees are required to submit a copy of their grade report or certificate of completion. If the employee does not successfully complete an approved course, he/she is obligated to reimburse the County for any funds spent for the course. Future tuition assistance requests will be denied if the employee does not repay those funds to the County. For additional information, see Table 1:
Montgomery County Tuition Assistance Program Signature Requirements, Obligations, and Availability of Funds by Collective Bargaining Unit. (12)
- OHR maintains an individual Tuition Assistance Program file for each employee that includes the employee's tuition assistance application, course description (for JITAP request), grade or certificate of completion, and any additional relevant information related to the employee's tuition assistance application. OHR has a database to keep records of all disbursements and classes taken by employees.

Table 1: Montgomery County Tuition Assistance Program Signature Requirements, Obligations, and Availability of Funds by Collective Bargaining Unit				
Bargaining Unit	Supervisor Signature is required	Obligations (Remain)		Availability of Funds
		Employed/Proof of Certificate of Completion or Grade		
FOP	NO	2yrs	Yes	Entitled to receive tuition assistance through out the fiscal year
IAFF	NO	1yr	Yes	First-come, first served basis
MCGEO	Yes	1yr	Yes	First-come, first served basis
UNREPRESENTED	Yes	1yr	Yes	First-come, first served basis
VOLUNTEER FIRE RESCUE	Yes	1yr	Yes	First-come, first served basis

- b. Designated OHR staff makes determination on all Tuition Assistance Program requests by following the program's guidelines and policies. All requests are reviewed individually to ensure compliance with Montgomery County Personal Regulations policies and procedures and all the collective bargaining unit agreements.

There are two acceptable educational objectives that an employee may pursue with tuition assistance funding.

- Employee Tuition Assistance Program (ETAP)

Tuition assistance covers education or training to obtain a certificate, associate degree, baccalaureate degree, or graduate degree which must be related to employee's present job or career objective with Montgomery

County Government. Employees are required to briefly explain how the course(s) work are relate to their present job or career objective with the county.

- Job Improvement Tuition Assistance Program (JITAP)

Tuition assistance covers course or training that improves or maintains the skills required in the employee's current job which are not leading to a degree. Employees are required to submit a course description from the educational institution. Employees are also required to explain or write a justification how the course(s) work improves or maintains the skills required in their current job.

Examples of courses/seminars that met Tuition Assistance Program criteria

I. Seminar Title: Environmental Management

This was a request from Department of Environmental Protection employee (MCGEO) through JITAP

II. Course Title: Survey of Research in Human Development and Behavior

This was a request from a Department of Health and Human Services employee (MCGEO) through JITAP

III. Seminar Title: Interview and Interrogation seminar

This was a request from a Police Department employee (FOP) through JITAP

Examples of courses/seminars that did not meet Tuition Assistance Program criteria

IV. Course Title: Cosmetology (Empire Beauty School)

This was a request from Police Department employee (FOP) through ETAP.

This request was disapproved because it didn't meet OHR's Tuition Assistance Program criteria and Article 39 of the collective bargaining agreement between FOP and Montgomery County Government.

V. Course Title: American Government

This was a course from Police Department employee (FOP) through ETAP

This requested was disapproved because the course cost was paid in full by Federal Student Aid.

- c. If an employee leaves the county without fulfilling his/her Tuition Assistance Program financial obligations, OHR Staff contacts the Finance Department to collect the amount due from the employee. The employee is obligated to repay those funds to the County.

When employee leaves the county government employment:

- OHR receives a terminated employees report from DTS bi-weekly. This report is generated from Montgomery County Government Personnel Management System.
- OHR compares the report to the Tuition Assistance database and conducts queries to see if any of the terminated employees have used Tuition Assistance for last two fiscal years.
- If there is a match, OHR takes the following steps to reimburse County funds:
 - i. OHR staff calculates how much money the employee owes the County.
 - ii. OHR staff sends Payroll Manager or designee a memorandum to request reimbursement from the employee for tuition assistance funds owed to the County and to credit the total amount of money owed back to Tuition funds. (See Attachment C for a sample memorandum.)

(60)

When course work not completed

All course work through Tuition Assistance Program must be completed with a passing grade or documented by a course completion certificate. It is an employee's responsibility to submit the original grade notice or copy of course completion certificate to the OHR.

If the employee does not successfully complete an approved course, he/she is obligated to reimburse the County for any funds spent for the course. Future tuition assistance request is denied if an employee does not submit proof of a passing grade in the course or a course completion certification.

Table 2: Tuition Assistance Program Refund Amounts by Fiscal Year shows funds credited back to the Tuition Assistance program in the last five fiscal years.

Table 2: Tuition Assistance Program Refund Amounts by Fiscal Year	
Fiscal Year	Refund Amount
FY05	\$6,478.48
FY06	\$4,656.40
FY07	\$12,852.15
FY08	\$13,835.75
FY09	\$13,466.68

- d. List of courses for FY08 and FY09. (See Attachment D)
 - Approved list
 - Disapproved/Cancelled

- e. There are no limits to how frequently an employee can apply for funds within a fiscal year. However, there is a limit to the dollar amount of funds an employee can apply for per fiscal year. Funds are appropriated on a fiscal year basis. For example, FY10 funds are set for \$1730 for full time employee and \$865 for part-time employee with Merit System status on a first come, first served basis until the all funding for the fiscal year has been obligated.

- f. OHR doesn't have a list of courses that are automatically "not qualified" through the Tuition Assistance Program.

- g. No, the Ethics Commission has not provided any guidance or raised issues about the use of tuition assistance funds.

- h. No, employees are not required to report to their supervisor or OHR about the benefit of the course or class completed.

No. OHR or another Executive Branch office has not conducted a formal evaluation of the tuition assistance benefit.

3. Five year history of budget and expenditures.

Fiscal Year	Budget	Actual Expenditures
FY05	\$444,790.00	\$444,779.00
FY06	\$476,350.00	\$479,249.00
FY07	\$584,690.00	\$591,203.00
FY08	\$737,600.00	\$759,429.00
FY09	\$775,350.00	\$1,017,772.00

- a. 1/4 salary of Human Resources Specialist and 1/4 salary of Office Service Coordinator (\$17,084 for HR Specialist and \$11,754.25 for OSC = \$28,838.25)
- b. Table 4: Table 4 illustrates what month the Tuition Assistance Program funds were depleted by fiscal year.

Fiscal Year	Month
FY05	June
FY06	May
FY07	March
FY08	January
FY09	October

- c. Members of the FOP are entitled to receive tuition assistance throughout the fiscal year per collective bargaining agreement.
- d. History-of Use of Tuition Assistance-Benefit by Bargaining Unit. (See Attachment E)

Attachment A

Legal framework and program material provided to employees

The attachment includes:

- Montgomery County Personal Regulations, 2001 (as amended October 21, 2008), Employee Development, Employee Tuition Assistance (Section 14-1c)
- Collective Bargaining Agreements
 - Municipal and County Government Employees Organization/United Food and Commercial Workers Union, Local 1994 (MCGEO)
 - Montgomery County Career Fire Fighters Association, International Association of Fire Fighters, Local 1664 (IAFF)
 - Fraternal Order of Police, Lodge 35 (FOP)
- Memorandum of Agreement between Montgomery County and MCGEO for licensure for Therapists and Social Worker III's
- Memorandum of Agreement between Montgomery County and FOP for employees below the rank of sergeant hired before January 1, 2006
- Memorandum of Understanding between County and MCVFRA to give Tuition Assistance Benefit
- Copy of the Side Letter for IAFF, Tuition Assistance, 12/12/2007
- Tuition Assistance Program Information booklet
- Tuition Assistance Program applications (includes MCVFRA and Unlicensed Therapist)
- Checklist for employees before submitting tuition assistance application

Reqs

- (B) supervisory development classes;
- (C) customer service classes;
- (D) professional development classes;
- (E) human resources management classes;
- (F) performance management classes;
- (G) labor relations classes;
- (H) skill development classes (examples: writing and communication);
- (I) core mandatory classes (examples: sexual harassment prevention, and employee performance and conduct);
- (J) information technology classes (examples: desk-top computer software, internet and web software, and core business systems); and,
- (K) self-directed study (examples: computer lab, and the audio and video loan library).

(c) ***Employee tuition assistance.***

- (1) The OHR-administered tuition assistance fund is available to help pay the costs of education or training selected by:
 - (A) County employees; and
 - (B) employees of the State's Attorney's Office (but not the State's Attorney).
- (2) The OHR Director must:
 - (A) administer the County's tuition assistance program and fund; and
 - (B) authorize payment of tuition assistance only for eligible employee educational expenses, up to the following for each request:
 - (i) 100 percent of the cost of the training; or
 - (ii) for a full-time employee, the maximum amount authorized per employee each fiscal year; or

- (iii) for a part-time employee, 50 percent of the maximum amount authorized for a full-time employee.
- (3) The total amount of funding available annually for tuition assistance is proposed by the County Executive and appropriated by the County Council.
- (4) The OHR Director must establish the amount of annual tuition assistance for an employee who is not a member of a bargaining unit. Funding for represented employees is determined through collective bargaining with the designated employee representatives.
- (5) Employee tuition assistance is available to employees with merit system status on a first-come, first-served basis until all funding for the fiscal year has been obligated. Once the tuition assistance funds are depleted for the fiscal year, tuition assistance is not available until the next year.
- (6) The OHR Director may approve the use of OHR-administered tuition assistance to pay for training or education directly related to:
 - (A) the employee's current County work or normal career progression; or
 - (B) a field of study that will prepare the employee to make a career change within the County.
- (7) The OHR Director may approve the use of OHR-administered tuition assistance funds for training or education offered by a public or private:
 - (A) vocational or business school;
 - (B) college or university;
 - (C) professional, scientific, or technical institute; or
 - (D) organization or component of an organization, including a government agency or business, that offers courses or training.
- (8) The following are acceptable educational objectives that an employee may pursue with tuition assistance funding, if the training or education meets the requirements of (6) and (7) above:
 - (A) education or training to obtain a certificate, associate degree, baccalaureate degree, or graduate degree; or

- (B) a credit course, non-credit course, or seminar.
- (9) Only the cost of tuition and other direct or compulsory costs of the course such as matriculation, registration, laboratory, and library services are covered by tuition assistance.
- (10) The following do not qualify for tuition assistance:
- (A) credit courses taken on an audit (i.e., no grade) basis;
 - (B) books, supplies, and application fees, or extra fees such as late registration or library book returns, parking, travel, food, lodging, and other costs incidental to the credit courses;
 - (C) if the tuition assistance benefit would duplicate benefits received for the same educational activity under other programs such as scholarships, veterans benefits, and the Maryland State Fire Association;
 - (D) courses in which credit is obtained solely by taking an examination; and
 - (E) examination fees.
- (11) An employee receiving tuition assistance must participate in the educational activity:
- (A) during the employee's off-duty hours;
 - (B) on a flexible work schedule; or
 - (C) on approved leave, other than administrative leave or PIL.
- (12) If an employee does not complete the course work successfully, the employee must reimburse the County in full for all tuition assistance paid by the County for that activity.
- (13) An employee who receives tuition assistance must agree to remain a County employee for at least one year after completing the course. If the employee does not remain employed by the County for the entire one-year period, the employee must repay a prorated amount of the tuition assistance. The tuition assistance does not have to be repaid if the employee dies or retires on a County disability retirement. The OHR Director may waive repayment of tuition assistance in other extenuating circumstances.

- (14) The OHR Director may approve tuition assistance for a probationary employee. The OHR Director must not give tuition assistance to the employee until the employee:
 - (A) pays the tuition and compulsory fees;
 - (B) attains merit system status; and
 - (C) provides evidence of successful course completion.

14-2. Department employee development.

(a) *Policy and objectives of department employee development.*

- (1) A department director may approve employee developmental activities only when the primary purpose of the training is to provide professional development related to the employee's current position or normal career progression within the department.
- (2) A department director may approve the use of department funds to pay for an employee's college tuition only when the department director determines that the employee's additional education will benefit the effective and efficient operation of the department. An employee may obtain funds from the County's employee tuition assistance program under Section 14-1(c) for courses that will primarily benefit the employee.
- (3) A department has a critical role in identifying and facilitating the specific developmental training needs of its employees that cannot be fully addressed by the employee development programs administered by OHR. Needs that cannot be fully addressed by OHR-administered programs include training necessary for:
 - (A) occupations unique to the department;
 - (B) state licensing requirements; and
 - (C) department specific initiatives.
- (4) A department's familiarity with its employees enables it to determine the specific types of training that employees need to accomplish their essential job functions.

disability retirement benefits under the Montgomery County Employees' Retirement System.

ARTICLE 52 – PARAMEDIC CERTIFICATION AGREEMENT

Employees in the bargaining unit who voluntarily transfer or who are promoted to a paramedic position will be required to sign a paramedic certification agreement consistent with Appendix IV-A. In addition, employees who as a condition of hire were required to sign a paramedic certification agreement will remain subject to the provisions of said agreement as specified in Appendix IV-B or IV-C while in the bargaining unit. The provisions of the paramedic certification agreement for bargaining unit employees are grievable and arbitrable pursuant to the procedures contained in Article 38 of this Agreement.

ARTICLE 53 - RESIGNATION

Section 53.1 Definition

Resignation: An employee's voluntary act to leave County employment.

Section 53.2 Notice of Resignation

An employee should submit a written resignation 2 weeks before the effective date of the resignation. In unusual circumstances, an employee may submit an oral resignation.

Section 53.3 Withdrawal of Resignation

- A. An employee may withdraw a resignation within 5 calendar days from the date the employee submitted the resignation.
- B. The department head may approve or deny a written request to withdraw a resignation that is submitted more than 5 calendar days from the date the employee submitted the resignation.

Section 53.4 Appeal of Resignation

A bargaining unit employee may appeal a resignation that the employee believes was involuntary or coerced by filing a grievance under Article 38 of the Agreement.

ARTICLE 54 – TUITION ASSISTANCE

Section 54.1

The Employer-administered tuition assistance fund is available to bargaining unit employees to help pay the costs of education or training.

Section 54.2

Employee tuition assistance is available to bargaining unit employees on a first-come, first-served basis. Once the tuition assistance funds are depleted for the fiscal year, tuition assistance is not available until the next year.

Section 54.3

The Employer may approve the use of Employer-administered tuition assistance to pay for training or education directly related to:

- A. the employee's current County work or normal career progression; or
- B. a field of study that will prepare the employee to make a career change within the County government.

Section 54.4

Employees may, with the Employer's approval, use the Employer-administered tuition assistance funds for training or education offered by a public or private:

- A. vocational or business school;
- B. college or university;
- C. professional, scientific, or technical institute; or
- D. organization or component of an organization, including a government agency or business, that offers courses or training.

Section 54.5

The following are acceptable educational objectives that an employee may pursue with tuition assistance funding, if the training or education meets the requirements of (3) and (4) above:

- A. education or training to obtain a certificate, associate degree, baccalaureate degree, or graduate degree; or
- B. a credit course, non-credit course or seminar.

Section 54.6

Only the cost of tuition and other direct or compulsory costs of the course such as matriculation, registration, laboratory, and library services are covered by tuition assistance.

Section 54.7

The following do not qualify for tuition assistance:

DFFF

- A. credit courses taken on an audit (i.e., no grade) basis;
- B. books, supplies, and application fees, or extra fees such as late registration or library book returns, parking, travel, food, lodging, and other costs incidental to the credit courses;
- C. if the tuition assistance benefit would duplicate benefits received for the same educational activity under other programs such as scholarships, veterans' benefits, and educational benefits provided under the Maryland State Fireman's Association.

Section 54.8

An employee receiving tuition assistance must participate in the educational activity:

- A. during the employee's off-duty hours;
- B. on approved leave, other than administrative leave or Professional Improvement Leave.

Section 54.9

If an employee does not complete the course work successfully, the employee must reimburse the County in full for all tuition assistance paid by the County for that activity.

Section 54.10

An employee who received tuition assistance must agree to remain a County employee for at least one year after completing the course. If the employee does not remain employed by the County for the entire one-year period, the employee must repay a prorated amount of the tuition assistance. The tuition assistance does not have to be repaid if the employee dies or retires on a County disability retirement. The Employer may waive repayment of tuition assistance in other extenuating circumstances.

Section 54.11

The County will increase the maximum annual allowance payable to a bargaining unit employee under the Employee Assistance Program to **\$1,630 for FY 2009, \$1,730 for FY 2010, and \$1,830 for FY 2011.**

FOP

duty restrictions, if any, and their anticipated duration.

Article 38 Severability

If any term or provision of this Agreement is, at any time during the life of this Agreement, determined by a court of competent jurisdiction to be in conflict with any applicable law, constitution, statute, or ordinance, such term or provision shall continue in effect only to the extent permitted by law. If any term or provision is so held to be invalid or unenforceable (or if the parties agree that it is), such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement.

Article 39 Tuition Assistance

Section A. All members of the bargaining unit shall be entitled to receive tuition assistance at the level provided by the Montgomery County Tuition Assistance Program in effect when they apply. The County represents that it will maintain the program during the life of this Agreement.

1. The Employer must approve tuition assistance for unit member development related to the unit member's current job functions or those of another County position.
2. The Employer must approve tuition assistance for tuition and compulsory fees such as matriculation, registration, laboratory, and library fees.
3. The Employer must not approve tuition assistance for books, supplies, or extra fees such as late registration and parking.
4. A unit member receiving tuition assistance must attend the activities for which they are receiving tuition assistance during the unit member's off duty hours.
5. A unit member who received tuition assistance must complete the training with a passing grade, or the employee must reimburse the County for the amount of the County's tuition assistance.

Section B. Amount and Qualification. The level of tuition assistance for bargaining unit employees will be as follows: \$1,530 effective July 1, 2007, \$1,630 effective July 1, 2008, and \$1,730 effective July 1, 2009.

Section C. The employee must remain employed for at least two years after the completion of any course(s) funded in whole or in part by the county, or pay back to the county a pro-rated portion of the funds received.

Article 40 Dependent Care

Employees in the bargaining unit shall be eligible to participate in a salary reduction dependent care assistance plan as provided for in §33-19, *Day Care As an Alternative Fringe Benefit*, of the Montgomery County Code, 1984, as amended.

Article 41 Shift Differential

Section A. Amount. Officers shall receive one dollar and twenty-four cents (\$1.24) for each hour worked on a work shift that begins on or after 12:00 noon and prior to 7:59 p.m., and one dollar and sixty-five (\$1.65) for each hour worked on a shift that begins on or after 8:00 p.m. and before 5:59 a.m. The hourly pay differential shall increase to one dollar and twenty-eight cents (\$1.28) and one dollar and seventy cents (\$1.70) respectively, effective the first full pay period following July 1, 2008. The hourly pay differential shall increase to one dollar and thirty-three cents (\$1.33) and one dollar and seventy-five cents (\$1.75) respectively, effective the first full pay period following July 1, 2009.

21.10 Tuition Assistance

The County will increase the maximum annual allowance payable under the Employee Tuition Assistance Program to \$1530 for FY 2008, to \$1630 for FY 2009, and \$1730 for FY 2010. The employee must remain employed for at least 2 years after completion of any course funded in whole or part by the County, or pay back the County a pro-rated portion of the funds received.

- (a) The Employer may approve tuition assistance for unit member development related to the unit member's current job functions or those of another County position.
- (b) The Employer may approve tuition assistance for tuition and compulsory fees such as matriculation, registration, laboratory, and library fees.
- (c) The Employer will not approve tuition assistance for books, supplies, or extra fees such as late registration and parking.
- (d) Tuition assistance is available on a first-come first-served basis until all authorized funding has been obligated.
- (e) Employees receiving tuition assistance must attend the activities for which they are receiving tuition assistance during their off duty hours.
- (f) An employee who received tuition assistance must complete the training with a passing grade, or the employee must reimburse the County for the amount of the County's tuition assistance.

21.11 Long-term Care

Implement a new long term care program no sooner than 1/1/2002, 100 percent employee-paid through an interagency RFP.

21.12 Dental Care

Class I, II, and III annual maximums shall be increased to \$2,000.

21.13 Vision Care

A new discount card program through a national network will be offered to those who retire after 1/1/2002.

21.14

- (a) If the County adopts a drug re-importation program (the adoption of which is subject to Council approval), bargaining unit employees are eligible to participate in the program.
- (b) The parties agree to jointly establish an interagency labor/management study committee that will review the feasibility of creating an interagency, multi-employer Health Benefits Board of Trustees to assume the administration of the participating agencies' health insurance funds/programs. The joint study committee will also consider all reasonable issues regarding the subject of health benefits cost containment. Membership on the joint study committee will be



MCGEO

OFFICE OF HUMAN RESOURCES

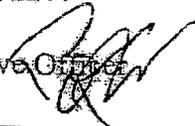
Douglas M. Duncan
County Executive

Joseph Adler
Director

MEMORANDUM

October 16, 2006

TO: Douglas M. Duncan, County Executive

VIA: Bruce Romer, Chief Administrative Officer 

FROM: Joseph Adler, Director, Office of Human Resources 

SUBJECT: Memorandum of Agreement between Montgomery County and the Municipal and County Government Employees Organization, UFCW, Local 1994

I have attached for review the memorandum of agreement reached by the Montgomery County Government and the Municipal and County Government Employees Organization, UFCW, Local 1994. This memorandum of agreement was reached as a result of bargaining over the licensure requirements implemented by the State of Maryland for therapists and social worker IIIs. The agreement addresses: tuition assistance, books and materials necessary to complete the appropriate exam, and establishes a time line for the affected employees to meet certain requirements or find an alternative position within the County which may include transfer or demotion. The MOA will be effective as of the date of your signature.

Thank you.

Attachment

JA: sam



27

MCGED
Therapists

MEMORANDUM OF AGREEMENT
BETWEEN
THE MONTGOMERY COUNTY GOVERNMENT
AND THE
MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEES ORGANIZATION
UNITED FOOD AND COMMERCIAL WORKERS, LOCAL 1994,

REGARDING UNLICENSED THERAPISTS AND WHERE NOTED SOCIAL WORKER IIIs

As a result of licensing requirements as-set by law for the positions of Therapists and Social Worker IIIs, employed with the Department of Health and Human Services (DHHS) Montgomery County Government (Employer), the Montgomery County Government (Employer) and the Municipal and County Government Employees Organization, UFCW Local 1994 (Union) hereby agree to the following terms and conditions with respect to these positions:

1. The employer shall have the responsibility of identifying the unlicensed employees and that said list will be provided to the Union.
2. That the employer shall have the responsibility to assess the current "status" of all unlicensed Therapists within Montgomery County specifically those who are currently pursuing licensure; those that have already pursued and completed licensure since the completion of the classification study; those who have decided not to pursue licensure.

- a. That in order to determine the status the Union recognizes the need to meet with all employees individually and that the Union is entitled to be present at each "status verification" meeting conducted by the Employer.

(AFTER 1925)
OHR
Tuition reimbursement
OHR

3. (a) The County where feasible will explore the possibility of payment for onsite classes if 8 or more students/unlicensed Therapists are in need of the course and petition the employer for the same.

- (b) For the duration of this agreement, therapists who are obtaining licensure are eligible for two (2) times the bargained rate (\$1430) per contract year for up to a maximum of \$15,400. Employees will be eligible for retroactive application of this provision for the past two years from the effective date of this agreement for no more than four courses taken. Proof of the licensure related coursework would have to be submitted in order to receive payment.

\$1330 x 2
\$2660

- (c) The County will share equally with each employee the costs for their books and materials associated with a County sponsored course and the County will pay the entire cost of one exam fee.

445

(39)

TRACKED

WKS

d. The County will make every effort, within the current HHS workforce, to provide the necessary individual/group supervision to therapists undergoing the supervisory component of the licensure process.

WKS

e. The relationship between the Board and Licensee are the sole responsibility of the Licensee. The Employer when justified will submit a "good faith" letter/letter of recommendation to the Board on behalf of unlicensed Therapists in order to assist with the application process.

HHS

④ a. The County will offer to reimburse/pay on a one time basis, the renewal fee for any employee who obtained their license while employed by the County as a Therapist upon proof of payment.

5. The County agrees that employees interested in discontinued service retirement may submit their case to the County for consideration on a case by case basis. WKS / SWS

6. Within 45 days of the date of this agreement, an individual development plan will be prepared for each non-licensed or insufficiently licensed Therapist and Social Worker that outlines the time frame and steps necessary to obtain appropriate licensure. The individual development plans will become part of the employee's Performance Planning and Evaluation Form. WKS

7. Appropriate notice and information shall be given to all staff regarding licensure. POC

8. With respect to whether certain employees in the Therapist II class should be reclassified to a different class, the parties agree to address this issue in a side letter for the four positions which have been identified in Behavioral Health and Crisis Services where the employees are engaged exclusively in administrative duties.

9. All non-licensed or insufficiently licensed Therapists or Social Workers, who wish to retain their current position, must actively pursue licensure. "Actively pursue" is defined as follows:

a. Those employees who have not already done so must confer with the State Licensing Board within 30 days to determine the necessary degree and credits to obtain licensure.



b. Employees who lack specific coursework towards completion of an acceptable Master's Degree must be enrolled in a degree program at an accredited college or university by Fall semester 2006.

c. Each employee who lacks specific coursework towards completion of an acceptable master's Degree must register for and successfully complete 6 credits semester hours each calendar year. Employees should make every effort to take the courses during off-duty hours, unless other wise agreed to.

MCGED

d. If an employee fails to successfully complete a course, fails or receives an incomplete, the deficit in credit hours must be made up no later than the following school year in addition to the 6 credit hours normally required that school year.

e. Upon completion of an acceptable Master's Degree program, each employee must document and complete the required period of supervised clinical training.

f. Within 1 month of completion of the required period of supervised clinical training, the employee must apply to take the required State licensure examination at the next available opportunity. An employee who fails the required State licensure examination must reapply and retake the examination at the next available opportunity. An employee who fails the examination three times will not be able to continue in the position of Therapist or Social Worker, and every effort will be made to find the employee alternate County employment, including transfer or voluntary demotion.

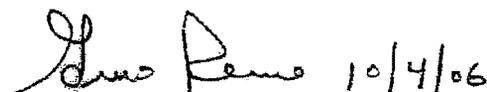
g. Within 1 month of the date of notification of passage of the required State licensure examination, the employee must submit the necessary paperwork and fees to obtain the license.

h. The employee is responsible for all costs, including registration fees, books, supplies, tuition, licensure fee, or other related expenses unless provided otherwise in this agreement.

i. For those Employees failing to meet the above requirements, the County will make reasonable attempts to assist the employee in finding an alternative position within the county which may include transfer or demotion. If alternative placement assistance fails or is not possible, the employee may be separated from service for failing to meet the appropriate job requirements.

j. All unlicensed and insufficiently licensed Therapists must obtain licensure no later than January 31, 2010.

Signed this 4th day of October 2006

 10/4/06

Gino Renne
President, UFCW Local 1994 MCGEO



Doug Duncan
County Executive
Montgomery County Government

FOP

MEMORANDUM OF AGREEMENT

As the result of the exercise of an Employer right under Section 33-80 (b) of the Montgomery County Code, as amended, Montgomery County, Maryland (Employer) and the Fraternal Order of Police, Lodge 35, Inc. (FOP) have engaged in collective bargaining over the effect on employees of the Employer's exercise of these rights in connection with a re-deployment of bargaining unit employees and hereby agree as follows:

Section A. Temporary Promotions/Assignment to Higher Classified Job -Police Officers (POI, POII, or POIII) and Master Police Officers who are temporarily assigned or promoted to the higher classified job of sergeant for more than one full work week (4 or 5 consecutive work days depending on schedule) up to 2 consecutive work weeks, shall receive a 5% increase in their rate of pay retroactive to the first day the unit members assumed the higher position, up to 2 consecutive work weeks. In the event the employee works more than 2 consecutive work weeks, (i.e. 8, 9, or 10 consecutive work days depending upon schedule) compensation will be in accordance with Article 44 *Section C.* of the parties' collective bargaining agreement.

[Eligibility is consistent with established practice under Article 44 Section C of the Collective Bargaining Agreement, e.g., absence of the sergeant and assumption of supervisory duties by an officer below the rank of sergeant.]

Section B. Tuition Assistance - for all bargaining unit employees below the rank of sergeant hired before January 1, 2006 the Employer will pay tuition and compulsory fees such as registration, matriculation, laboratory fees for up to six college credits per contract year based upon the University of Maryland tuition/fee schedule until the employee earns 120 college credit hours. The employee may use the value of the tuition of six University of Maryland college credits for any combination of college credits or job related training courses per existing practice under Article 39, Tuition Assistance of the parties' collective bargaining agreement.

4/8

The payment of tuition under this section shall be in lieu of any other payment for tuition provided in the parties' collective bargaining agreement. All other conditions pertaining to tuition assistance enumerated in Article 39, Tuition Assistance, of the parties' collective bargaining agreement shall apply to employees receiving tuition assistance under this section.

Section C. Transfers

1. The transfer or reassignment of an MPO which is related to the reduction of MPO positions shall be made first through voluntary requests pursuant to Article 15 § K and § T.1. If there are no volunteers from within the district, the vacancy shall be filled pursuant to Article 15 § T.2 (FSB transfer list), and then through a countywide search for

FOP

a volunteer. If a volunteer from another district is found, that MPO will be permanently assigned to the district.

- a. In the event that ~~there are no~~ volunteers to fill an MPO vacancy on the midnight shift, any involuntary transfer shall be made from within the district pursuant to Article 15 § K. In the event that the district with the vacancy has no MPOs on a patrol shift who are not assigned to the midnight shift, the Employer may involuntarily transfer an MPO from a patrol shift assignment in another district, based upon inverse order of seniority within the bargaining unit. However, an MPO who has received a departure date from the midnight shift will not be involuntarily transferred to the midnight shift in a district other than where he/she is assigned if there are other MPOs on any patrol shifts who have either no departure date or an earlier departure date from a midnight shift.
 - b. All other involuntary inter-district MPO transfers for patrol shifts shall be made on the basis of inverse seniority from patrol shifts, except that an MPO who was involuntarily transferred from one district to another, may not be transferred an additional time from one district to another, if there are other MPOs who have either no transfer date from an involuntary inter-district transfer or an earlier transfer date from an involuntary inter-district transfer.
2. For purposes of this section, an involuntary transfer is defined as an aggregate of six months served involuntarily. The intent of this section is to ensure that all MPOs have had the same opportunity to be selected for an involuntary assignment before an MPO is subjected to such consideration for a second time.
 3. If, pursuant to the inverse seniority rotation, an MPO is subject to an involuntary inter-district transfer and the resulting vacancy would result in an additional involuntary transfer of another officer, the MPO will be bypassed for the selection. The bypassed MPO will remain at the top of the rotation and shall remain eligible for the next involuntary transfer assignment that arises.
 4. If an involuntary transfer is made inter-district and the resulting vacancy is back filled by another officer's voluntary transfer to the shift, when the initial MPO's involuntary transfer ends, both officers (the original MPO and the officer voluntarily backfilling) will return to their original district and shift or district hours (day, evening, or midnight) unless: a vacancy exists on the shift or district enabling the backfill officer to remain on the shift or the involuntarily transferred MPO does not choose to return to the original district or shift.

FOP

Section D. Duration - this agreement shall become effective on June 8, 2006 and terminate on June 30, 2007.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed hereto by their duly authorized officers and representatives this 8th day of June 2006.

FRATERNAL ORDER OF POLICE
LODGE 35, INC.

MONTGOMERY COUNTY,
MARYLAND

By: Walter E. Bader
Walter E. Bader
President

By: Douglas M. Duncan
Douglas M. Duncan
County Executive

Kirk J. Holub
Kirk J. Holub
Vice President

J. Thomas Manger
J. Thomas Manger
Chief of Police

Subject to ratification

APPROVED AS TO FORM AND LEGALITY:

OFFICE OF THE COUNTY ATTORNEY

BY Sharon V. Buwell

DATE June 8, 2006

Ramet, Tewodros

From: Plucinski, Karen
Sent: Monday, July 02, 2007 1:01 PM
To: Ramet, Tewodros
Subject: FW: FOP Tuition Assistance - MPO effects agreement

FYI — See Sarah e-mail below... didn't last long.

Karen

*Karen Plucinski, Manager
Office of Human Resources
Training and Organizational Development
240-777-5077*

karen.plucinski@montgomerycountymd.gov

-----Original Message-----

From: Miller, Sarah (OHR Labor Relations)
Sent: Monday, July 02, 2007 12:42 PM
To: Plucinski, Karen
Subject: FOP Tuition Assistance - MPO effects agreement

Karen,

I needed something to trade. We have agreed to extend the agreement to June 30, 2010. I'm sorry for any ...convenience. Thank you.

Sarah A. Miller
OHR (Labor Relations)
240-777-5050

MCVFRA

MEMORANDUM OF UNDERSTANDING
TUITION ASSISTANCE

This Memorandum of Understanding is made this _____ day of _____ by and between the Montgomery County Fire Chief, Thomas W. Carr, Jr. and the Montgomery County Volunteer Fire and Rescue Association ("MCVFRA"), the authorized Local Fire and Rescue Department ("LFRD") representative (collectively, the Parties).

The Parties agree the following procedures will govern the tuition assistance benefit outlined in the Montgomery County Code, Section 21-21(g):

1. The Office of Human Resources ("OHR")-administered tuition assistance fund is available to help pay the costs of education or training selected by Active Volunteers.
2. An Active Volunteer is a LFRD volunteer: a) who qualified and earned fifty points in the previous calendar year under the Length of Service Award Program outlined in the Montgomery County Code, Section 21-21; and b) who is currently functioning as an Active Volunteer as certified on the tuition assistance application by the president of the applicable local fire and rescue department and the Montgomery County Fire Chief or his/her designee.
3. The OHR Director must:
 - (A) administer the County's tuition assistance program and fund; and
 - (B) authorize payment of tuition assistance only for eligible educational expenses, up to the following for each request:
 - (i) 100 percent of the cost of the training; or
 - (ii) The amount of annual tuition assistance for an Active Volunteer for Fiscal Year 2006 is \$1330. The maximum amount authorized per active volunteer each fiscal year shall be the same as the maximum amount authorized per unrepresented employee each fiscal year unless otherwise negotiated (see item #15).
4. The total amount of funding available annually for tuition assistance for Active Volunteers is proposed by the County Executive and appropriated by the County Council.
5. Tuition assistance is available to Active Volunteers on a first-come, first-served basis until all funding for the fiscal year has been obligated. Once the tuition assistance funds are depleted for the fiscal year, tuition assistance is not available until the next year.
6. The OHR Director may only approve the use of OHR-administered tuition assistance to pay for training or education which is directly related to a field of study that

will prepare the Active Volunteer for a career within County government and/or better assist an LFRD, including advancement in rank or position.

7. The OHR Director may approve the use of OHR-administered tuition assistance to pay for training or education offered by a public or private:

- (A) vocational or business school;
- (B) college or university;
- (C) professional, scientific, or technical institute; or
- (D) organization or component of an organization, including a government agency or business, that offers courses or training.

8. The following are acceptable educational objectives that an Active Volunteer may pursue with tuition assistance funding, if the training or education meets the requirements of (6) and (7) above:

- (A) education or training to obtain a certificate, associate degree, baccalaureate degree, or graduate degree; or
- (B) a credit course, non-credit course, or seminar.

9. Only the cost of tuition and other direct or compulsory costs of the course such as matriculation, registration, laboratory, and library services are covered by tuition assistance.

10. The following do not qualify for tuition assistance:

- (A) credit courses taken on an audit (i.e., no grade) basis;
- (B) books, supplies, and application fees, or extra fees such as late registration or library book returns, parking, travel, food, lodging, and other costs incidental to the credit courses;
- (C) if the tuition assistance benefit would duplicate benefits received for the same educational activity under other programs such as scholarships, veterans benefits, and the Maryland State Fire Association.

11. An Active Volunteer receiving tuition assistance must participate in the educational activity during the active volunteer's off-duty hours.

12. If the Active Volunteer does not successfully complete the course work, the active volunteer must reimburse the County in full for all tuition assistance paid by the County for that activity.

13. In consideration for receiving this tuition assistance, an Active Volunteer must agree to remain an Active LFRD Volunteer for at least one year after completing the course for which benefits were received. If the Active Volunteer does not remain an Active Volunteer for the entire one-year period, the Active Volunteer must repay a prorated amount of the tuition assistance, provided however the obligation to repay is

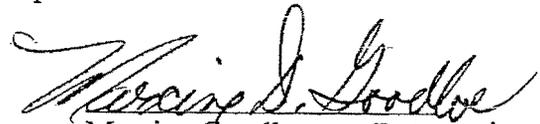
extinguished upon the death of the Active Volunteer. The OHR Director may waive repayment of tuition assistance in other extenuating circumstances.

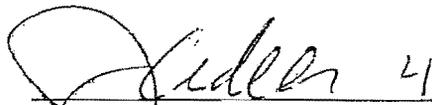
14. For the purpose of administering tuition assistance, the Montgomery County Fire and Rescue Service will provide the OHR Director with the certified list of Active Volunteers who earned fifty points under the Length of Service Award Program outlined in the Montgomery County Code, Section 21-21, no later than April 15th of each year.

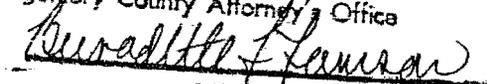
15. The above agreement shall remain in effect unless otherwise negotiated per Montgomery County Code, Section 21-6.

16. The above agreement is made without precedent and will not be admissible as evidence in any future proceeding except to enforce the provisions contained herein.

 ^{b-TC}
Thomas W. Carr, Jr. Date 5/9/06
Montgomery County
Fire Chief


Marcine Goodloe Date 4/26/06
MCVFRA
President

 4/28/06
Joseph Adler, Director Date
Office of Human Resources

APPROVED AS TO FORM AND LEGALITY.
Montgomery County Attorney's Office
By: 
5/8/06

IAFF

**Union Proposal
Side Letter - Tuition Assistance
December 12, 2007**

Side Letter - Tuition Assistance

The County and Union agree that there is no requirement for an immediate supervisor, Departmental representative or Division Chief's signature on a bargaining unit employee's Tuition Assistance Application. Once completed by the bargaining unit employee, the Tuition Assistance Application can be sent directly to the Office of Human Resources for action.

*Sam Miller
12/27/07*

*OB
12/27/2007*

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IAFF side let

Montgomery County

Tuition Assistance

Important Information

This booklet provides general guidance for employees concerning the County's employee tuition assistance benefit. It is not intended to change or otherwise modify any law, rule, regulation or bargaining agreement that may impact the subject matter contained in this document. If there is an inconsistency, the law, rule, regulation or bargaining agreement will prevail.

Tuition Assistance

General Information and Eligibility

Q. What is tuition assistance?

A. Tuition assistance is funding that the County provides to help an employee pay for education or training that the employee chooses to take. Its purpose is to help you improve your job performance and career potential.

Q. Who is eligible for tuition assistance?

A. All full-time and part-time year-round merit employees of the County are eligible for tuition assistance.

Q. I'm a new employee. Am I eligible for tuition assistance?

A. Yes, as a probationary employee (i.e., a permanent full-time or part-time employee who does not yet have merit system status with the County) you may apply for tuition assistance. Initially, you'll have to pay the tuition and compulsory fees. After your tuition assistance request is approved, the County will reimburse you for those direct training costs when you successfully complete the course and have been granted merit system status.

Q. What does tuition assistance cover?

A. Tuition assistance covers education or training to obtain a:

- certificate;
- associate degree;
- baccalaureate degree; or
- graduate degree.

Tuition assistance may also be used for credit courses, non-credit courses, or seminars.

Tuition assistance only covers the cost of tuition and other direct or compulsory costs of the training such as:

- matriculation;
- registration;
- laboratory fees; and
- library services.

Q. To qualify for tuition assistance, does the training or education have to be related to my job?

A. The training must be directly related to either:

- your current County job or a job in your normal career progression; or
- a field of study that will prepare you to make a career change within the County.

Q. What does tuition assistance not cover?

A. Tuition assistance does **not** cover:

- credit courses taken on an audit (i.e., no grade) basis; or

- credit by examination courses
- books, supplies, and application or extra fees incidental to the course.
- exam fees

Also, tuition assistance may not be used to duplicate benefits received for the same training or education under other programs.

Q. Where can I take training that is covered by tuition assistance?

A. Courses covered by tuition assistance are offered by a wide variety of organizations such as public or private:

- vocational or business schools;
- colleges or universities;
- professional, scientific, or technical institutes; or
- organizations or components of organizations that offer courses or training.

Q. How much tuition assistance is available to County employees?

A. Total funding for tuition assistance is set on a fiscal year basis (July 1 – June 30). The maximum amount that a full-time (FT) employee or part-time (PT) employee may receive *during FY10* is listed below.

Bargaining Unit	Full-time Employee	Part-time Employee
MCGEO/OPT	\$1,730.00	\$865.00
MCGEO/SLT	\$1,730.00	\$865.00
FIRE (MCCFFA)	\$1,730.00	\$865.00
POLICE (FOP)	\$1,730.00	\$865.00
Unrepresented	\$1,730.00	\$865.00

Note: tuition assistance is available on a first-come, first-served basis. Once all the funds for the fiscal year are used, tuition assistance is not available until the next fiscal year.

Q. How is the amount of annual tuition assistance determined?

A. For represented employees, funding for tuition assistance is determined through the County's collective bargaining with the designated employee representatives. For unrepresented employees, the OHR Director establishes the amount of annual tuition assistance.

Q. When can I take courses covered by tuition assistance?

A. Courses covered by tuition assistance are normally taken *during off-duty hours*. However, you may take a course during your normal work hours if you get prior authorization from your supervisor. You'll need to attach to the tuition assistance application either an approved leave request signed by your supervisor *or* an approved work schedule with a flex-time adjustment applicable during your training period. The course or training start date must be on the current fiscal year.

Q. Is tuition assistance a taxable benefit?

A. At the present time, tuition assistance is not considered taxable income. However,

it has been taxable in the past and could become taxable again if federal law changes. If tuition assistance becomes taxable, the training staff will notify tuition assistance participants.

How and When to Apply

Q. How do I apply for tuition assistance?

A. To apply, you must:

- use on-line application or obtain a tuition assistance application form. To do this:
 - go to the County's web site: <http://www.montgomerycountymd.gov> Click on Government and Select the HR Resource Library link; Then Click on Training; Tuition Assistance respectively ; or
 - ask for a copy from the Training staff in person or by calling 240-777-5116.
- fill out the application form, in duplicate;
- obtain necessary departmental signatures; and
- forward the application to the Training staff, Office of Human Resources (OHR), EOB 7th floor.

Q. When may I apply for tuition assistance?

A. The training staff accepts tuition assistance applications only for the current registration period. Be sure to submit your application *at least two weeks* prior to your actual registration. Don't forget to allow time for getting necessary signatures in your department.

Q. How long does it take to process an application?

A. The training staff will make every effort to process your application within seven to ten days of receiving it.

Q. How will I know that my tuition assistance has been approved?

A. Once your application has been approved, you will receive an *authorization letter* from OHR addressed to the school. Take the letter to the school when you register. The letter is a contract that authorizes the school to bill the County directly for tuition fees.

Q. What should I do if I've already paid for the course?

A. You may request to be reimbursed. To request reimbursement, submit a copy of the receipt indicating payment of the tuition to the training staff, OHR, EOB 7th floor.

Your Obligations

Q. What are my responsibilities under the tuition assistance program?

A. You must remain employed by the County for one to two years depending on

which bargaining units you are with after completing any course funded in whole or in part by the County, *or* you must reimburse the County a prorated amount of the tuition assistance received. If you're leaving County service or retiring, contact the training staff to arrange for repayment of the funds. Otherwise, the amount owed will be deducted from your unused annual or compensatory leave balance or refund of retirement contributions.

All course work must be completed with a passing grade or documented by a course completion certificate. It is **your** responsibility to submit the original grade notice or copy of course completion certificate to the OHR training staff. Future tuition assistance requests from you will not be processed until grade notices or certificates for prior courses have been received by the training staff.

Q. What if I don't complete the course or if I fail the course?

A. If you don't successfully complete an approved course, you're obligated to reimburse the County for any funds spent for the course. Future tuition assistance requests will be denied if you do not repay those funds to the County.

Q. What if I am approved for tuition assistance and don't attend the training?

A. If your tuition assistance has been approved by OHR and you decide not to register for the course, it is **your** responsibility to notify the training staff immediately so that the funds can be made available to another student.

Your notification of tuition assistance approval will ask whether you registered for the approved course and will ask you to respond to the training staff by a specific date. After that date, if you have not used the approved tuition assistance, the training staff will let you know that your funds will be canceled for that semester.

If you need additional information about the County's tuition assistance program, please call the training staff at 240-777-5116.

NOTE: This information can be made available in an alternate format. Please contact the training staff at (240) 777-5116.

**Montgomery County
Volunteer Fire and Rescue Association ("MCFVRA"),
Tuition Assistance**

Important Information

This booklet provides general guidance for active volunteers about tuition assistance benefit. It is not intended to change or otherwise modify any law, rule, regulation or bargaining agreement that may impact the subject matter contained in this document. If there is an inconsistency, the law, rule, regulation or bargaining agreement will prevail.

Tuition Assistance

General Information and Eligibility

Q. What is tuition assistance?

A. Tuition assistance is funding that the County provides to help an active volunteer pay for education or training that the active volunteer chooses to take. Its purpose is to help you improve your performance and career potential.

Q. Who is eligible for tuition assistance?

A. An active volunteer is a local fire and rescue department volunteer who qualified under the point system outlined in the Montgomery County Code, Section 21-21; and whose name appeared on the most recent certified list of active volunteers (a copy of which must be attached to the tuition assistance application); and who is currently functioning as a fire and rescue department volunteer as certified on the tuition assistance application by the president of the applicable local fire and rescue department and the Montgomery County Fire Chief or his/her designee.

Q. What does tuition assistance cover?

A. Tuition assistance covers education or training to obtain a:

- certificate;
- associate degree;
- baccalaureate degree; or
- graduate degree.

Tuition assistance may also be used for credit courses, non-credit courses, or seminars.

Tuition assistance only covers the cost of tuition and other direct or compulsory costs of the training such as:

- matriculation;
- registration;
- laboratory fees; and
- library services.

Q. To qualify for tuition assistance, does the training or education have to be related to my volunteer activities?

A. The training must be directly related to either:

- your current volunteer activities; or
- a field of study that will prepare you to make a career change within the County.

Q. What does tuition assistance not cover?

A. Tuition assistance does **not** cover:

- credit courses taken on an audit (i.e., no grade) basis; or

- ❑ books, supplies, and application or extra fees incidental to the course.

Also, tuition assistance may not be used to duplicate benefits received for the same training or education under other programs.

Q. Where can I take training that is covered by tuition assistance?

A. Courses covered by tuition assistance are offered by a wide variety of organizations such as public or private:

- ❑ vocational or business schools;
- ❑ colleges or universities;
- ❑ professional, scientific, or technical institutes; or
- ❑ organizations or components of organizations that offer courses or training.

Q. How much tuition assistance is available to an active volunteer?

A. Total funding for tuition assistance is set on a fiscal year basis (July 1 – June 30). The maximum amount that an active volunteer may receive *during FY06* is \$1,330.00.

Note: tuition assistance is available on a first-come, first-served basis. Once all the funds for the fiscal year are used, tuition assistance is not available until the next fiscal year.

Q. When can I take courses covered by tuition assistance?

A. Courses covered by tuition assistance must be taken *during off-duty hours*.

Q. Is tuition assistance a taxable benefit?

A. At the present time, tuition assistance is not considered taxable income. However, it has been taxable in the past and could become taxable again if federal law changes. If tuition assistance becomes taxable, the training staff will notify tuition assistance participants.

How and When to Apply

Q. How do I apply for tuition assistance?

- A.** To apply, you must:
- ❑ obtain a tuition assistance application form. To do this:
 - ❑ go to the County's web site: <http://www.montgomerycountymd.gov> Click on Government and Select the HR Resource Library link; Then Click on Training; Tuition Assistance respectively ; or
 - ❑ ask for a copy from the Training staff in person or by calling 240-777-5116.
 - ❑ fill out the application form, in duplicate;
 - ❑ obtain necessary departmental signatures; and
 - ❑ forward the application to the Training and Development Team, Office of Human Resources (OHR), EOB 7th floor.

Q. When may I apply for tuition assistance?

A. The training and development staff accepts tuition assistance applications only for the current registration period. Be sure to submit your application *at least two weeks* prior to your actual registration. Don't forget to allow time for getting necessary signatures in your department.

Q. How long does it take to process an application?

A. The training and development staff will make every effort to process your application within seven to ten days of receiving it.

Q. How will I know that my tuition assistance has been approved?

A. Once your application has been approved, you will receive an *authorization letter (contract letter)* from OHR addressed to the school. Take the letter to the school when you register. The letter is a contract that authorizes the school to bill the County directly for tuition fees.

Q. What should I do if I've already paid for the course?

A. You may request to be reimbursed. To request reimbursement, submit a copy of

the receipt indicating payment of the tuition to the training and development staff, OHR, EOB 7th floor.

Your Obligations

Q. What are my responsibilities under the tuition assistance program?

A. You must remain an active volunteer for the County for at least one year after completing any course funded in whole or in part by the County, *or* you must reimburse the County a prorated amount of the tuition assistance received. If you are no longer an active volunteer contact the training and development staff to arrange for repayment of the funds. Otherwise, the amount owed will be sent to our collection unit.

All course work must be completed with a passing grade or documented by a course completion certificate. It is **your** responsibility to submit the original grade notice or copy of course completion certificate to the OHR training and development staff. Future tuition assistance requests from you will not be processed until grade notices or certificates for prior courses have been received by the training and development staff.

Q. What if I don't complete the course or if I fail the course?

A. If you don't successfully complete an approved course, you're obligated to reimburse the County for any funds spent for the course. Future tuition assistance requests will be denied if you do not repay those funds to the County.

Q. What if I am approved for tuition assistance and don't attend the training?

A. If your tuition assistance has been approved by OHR and you decide not to register for the course, it is your responsibility to notify the training staff immediately so that the funds can be made available to another student.

Your notification of tuition assistance approval will ask whether you registered for the approved course and will ask you to respond to the training staff by a specific date. After that date, if you have not used the approved tuition assistance, the training staff will let you know that your funds will be canceled for that semester.

If you need additional information about the County's tuition assistance program, please call the training and development staff at 240-777-5116.

NOTE: This information can be made available in an alternate format. Please contact the training and development staff at (240) 777-5116.

TUITION REQUEST FORM FOR UNLICENSED THERAPIST

Instructions

- Fill out this application form
- Remember that *course work must be taken during your off-duty hours.*
- Check the form for accuracy and completeness?
 - ☞ Did you include the correct class title/class number?
 - ☞ Is the cost accurate? Only tuition and mandatory fees are covered.
 - ☞ ~~Have you filled in all the blocks? Incomplete information may delay processing of your request.~~
- Sign the form?
- Have your supervisor sign the form?
- Make sure to allow at least 4 weeks processing time after you send the application to the address. The voucher letter we prepare for the educational institution is good for only 30 days.
- Include a copy of your grades or certificate of completion from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).
- Send two copies of your application to the address below? Photocopies are acceptable.
- Include proof of payment if applying for a reimbursement for courses taken during this fiscal year?

Where to File:

Submit the completed application and all required documents to:

Judith  Unger
Department of Health & Human Services
401 Hungerford Drive, 6th floor
Rockville, MD 20850

TUITION REQUEST FORM FOR UNLICENSED THERAPIST

Tuition Request Form This form can only be used by unlicensed therapist who are pursuing their license

EMPLOYEE NAME: _____ SOCIAL SECURITY #: _____

DATE OF HIRE: _____

EMPLOYMENT DATE AS A THERAPIST : _____

TYPE OF LICENSE BEING PURSUED: _____

WORK ADDRESS: _____ WORK PHONE# _____

I will/was registered at _____ for the following courses:

<u>COURSE:</u>	<u>SEMESTER/YEAR</u>	<u>COURSE DATE</u>	<u>CREDIT HOURS</u>	<u>COST</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
				<u>TOTAL COST</u> \$ _____

Exam Fee/Renewal Fee (A copy of receipt showing payment must be submitted with this form)

EXAM TYPE: _____

DATE TAKEN: _____

DATE RENEWED (if applicable): _____ COST: \$ _____

EMPLOYEE CERTIFICATION: I hereby certify that the above statements are true and correct.

Signature _____ Date _____

SUPERVISOR SIGNATURE:

Signature _____ Date _____

HHS ACTION:

Approval _____ Disapproval _____

Signature _____ Date _____

Forwarded to OHR _____ (date)

OHR ACTION:

Approval _____ Disapproval _____

Signature _____ Date _____

MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
Training & Organizational Development Team

BEFORE YOU SEND US YOUR TUITION ASSISTANCE APPLICATION, DID YOU ...

- √ Fill out the new and approved application form for FY 2010
- √ Remember that *course work must be taken during your off-duty hours.*
- √ Check the form for accuracy and completeness?
 - ☞ Did you include the correct class title/class number?
 - ☞ Is the cost accurate? Only tuition and mandatory fees are covered.
 - ☞ Have you filled in all the blocks? Incomplete information may delay processing of your request.
- √ Sign the form?
- √ Have your supervisor and your division chief or department's training coordinator sign the form? (This step is not necessary for the Police Bargaining Unit)
- √ Allow at least 2 weeks processing time after you send the application to the Training and Organizational Development Team in OHR. You also need to allow sufficient processing time in your department. The voucher letter we prepare for the educational institution is good for only 30 days.
- √ Include a copy of your grades or certificate of completion from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).
- √ Send your application to Office of Human Resources, EOB 7th floor? Photocopies are acceptable.
- √ Include proof of payment if applying for a reimbursement for courses taken during this fiscal year?
- √ **Familiarize** yourself with the program's guidelines and your responsibilities. Program guidelines are outlined in the OHR Topics.

☞ **Fire/Rescue Personnel**

The Maryland Higher Education Commission provides tuition assistance to firefighters, ambulance and rescue squad members who are working towards a degree or certificate in *either Fire Service Technology or Emergency Medical Technology*. For more detailed information or to obtain an application call (410) 260-4532.

For employees who pursue job related course work or degree/certificates other than *Fire Service Technology or Emergency Medical Technology* may seek tuition assistance through the County's Tuition Assistance program.

FOR MORE INFORMATION, Call (240) 777-5000 or go to the web site <http://www.montgomerycountymd.gov> Click on Government. Then Select HR Resource Library, Training and Tuition Assistance folder respectively to view the information.



Tuition Assistance Application

APPLICATION FOR (Check one): FALL ___ WINTER ___ SPRING ___ SUMMER ___ 200 ___

Name (Last, First, Middle) _____ Social Security # _____ Home Phone _____

Pay Grade _____ Job Title _____ Office Phone Number _____ Fax Number _____

Is your position included in one of the following Bargaining Units, if so, please check the appropriate one.

Office, Professional & Technical (MCGEO/OPT) _____ Fire/Rescue(MCFFC) _____ Police(FOP) _____
 Service, Labor & Trades (MCGEO/SLT) _____ (Limit \$1730 FT/ \$865 PT) _____ (Limit \$1730 FT/ \$865 PT) _____
 (Limit \$1730 FT/ \$865 PT) _____

Non Rep (Limit \$1730 FT/ \$865 PT) _____

Department _____ Division _____ Work Location _____ Have you previously had tuition assistance?
 yes ___ no ___

COURSE(S) REQUESTED

Course #	Course Title	# of Credits	Tuition Cost
_____	_____	\$ _____	
_____	_____	\$ _____	
Estimated Cost Fees			\$ _____
(BOOKS NOT INCLUDED)			
NAME OF SCHOOL _____			Estimated TOTAL EXPENSES \$ _____

Course Registration Date: _____ Course Starting Date: _____ Ending Date: _____

EDUCATIONAL OBJECTIVE:

Please complete the one category that best describes your educational objectives: (ETAP or JITAP)

1. ETAP (Employee Tuition Assistance)

DEGREE OBTAINING : CERT AA BA/BS MA/MS PHD Other _____

MAJOR:

How does this degree/course(s) relate to your present job or career objective with Montgomery County?

2. JITAP (Job Improvement Tuition Assistance)

NON-DEGREE : Course work improves or maintains the skills required in your current job which are NOT leading to a degree. **A COPY OF THE COURSE DESCRIPTION FROM THE EDUCATIONAL INSTITUTE MUST BE ATTACHED TO THIS APPLICATION.** EXPLAIN HOW THE ABOVE COURSE(S) IS RELATED TO YOUR CURRENT POSITION: _____

EMPLOYEE CERTIFICATION: I hereby certify that the above statements are true and correct. I understand that 1) my course work/training must be taken during my off-duty hours, 2) tuition assistance benefits are limited to the costs required to pay for tuition and required fees, up to the allowable limit (above) for full-time and part-time employees, *which are not being met by any other educational benefits or scholarship*, 3) I am obligated to reimburse the County for any funds expended for courses approved under this application: a) for which I fail or withdraw, and b) if I fail to remain employed with the County Government for one to two years (# of years depends on which bargaining units you are with) after the completion of courses funded under the tuition assistance program.

Signature _____ Date _____

(over)

PARTICIPANT'S INSTRUCTIONS: Submit a copy to your Immediate Supervisor for signature (not required for FOP). Official grade notice for last course(s) completed under Tuition Assistance must be submitted as soon as it is received from the educational institution or at the time of application whichever comes first. *It is the employee's responsibility to submit grade notices.* Submit completed and signed application to the Office of Human Resources, Training & Organizational Development Team, Executive Office Building, 7th Floor. For further information call (240) 777-5116.

DEPARTMENTAL INFORMATION AND RECOMMENDATIONS: Please provide the requested information on applicant by checking the appropriate box.

IMMEDIATE SUPERVISOR (not required for the Police Bargaining Unit FOP and IAFF)

1. Employee is Full-time merit employee _____ Part-time merit employee _____
Other _____ (Please define)

2. Employee Has Permanent Status _____ Does Not Have Permanent Status _____

3. Employee's Educational Objective (please check the appropriate statement) :

_____ Career-Development/ Degree or Certificate Program

_____ Job Improvement / Maintains or Improves Skills for Current Position

RECOMMENDATION: APPROVAL _____ DISAPPROVAL _____

(A non-approval recommendation shall be based on substandard work performance or misconduct by the employee (which is documented in the employee's performance evaluation) or other reasons which clearly need to be described. Please briefly describe the basis for a disapproval.

Signature and title

Date

DEPARTMENTAL REPRESENTATIVE OR DIVISION CHIEF (not required for the Police Bargaining Unit FOP and IAFF)

I concur _____ do not concur _____ with the recommendation of the immediate supervisor.

REMARKS:

Signature and title

Date

OFFICE OF HUMAN RESOURCES ACTION

Previous tuition assistance received under tuition assistance by applicant during the fiscal year for which this application is made.

\$ _____ Application Approved for \$ _____, Application Disapproved _____

THIS COURSE(S) IS _____ IS NOT _____ PART OF A PROGRAM OF STUDY THAT COULD QUALIFY THE EMPLOYEE FOR A NEW TRADE OR BUSINESS

Coordinator's Signature

Date

MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
Training & Organizational Development Team

BEFORE YOU SEND US YOUR TUITION ASSISTANCE APPLICATION, DID YOU . . .

- √ Fill out the new and approved application form for FY 2009.
- √ Remember that *course work must be taken during your off-duty hours.*
- √ Check the form for accuracy and completeness?
 - ☞ Did you include the correct class title/class number?
 - ☞ Is the cost accurate? Only tuition and mandatory fees are covered.
 - ☞ Have you filled in all the blocks? Incomplete information may delay processing of your request.
- √ Sign the form?
- √ Make sure the form is signed by LFRD President and MCFRS Chief.
- √ Allow at least 2 weeks processing time after you send the application to the Training and Organizational Development Team in OHR. You also need to allow sufficient processing time in your department. The voucher letter we prepare for the educational institution is good for only 30 days.
- √ Include a copy of your grades or certificate of completion from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).
- √ Make sure to attach a copy of the most recent certified list of active volunteers.
- √ Send two copies of your application to Office of Human Resources, EOB 7th floor? Photocopies are acceptable.
- √ Include proof of payment if applying for a reimbursement for courses taken during this fiscal year?
- √ **Familiarize** yourself with the program's guidelines and your responsibilities. Program guidelines are outlined in the OHR Topics for MCVFRS.

☞ **Fire/Rescue Personnel**

The Maryland Higher Education Commission provides tuition assistance to firefighters, ambulance and rescue squad members who are working towards a degree or certificate in *either Fire Service Technology or Emergency Medical Technology*. For more detailed information or to obtain an application call (410) 260-4532.

For employees who pursue job related course work or degree/certificates other than *Fire Service Technology or Emergency Medical Technology* may seek tuition assistance through the County's Tuition Assistance program.

FOR MORE INFORMATION, Call (240) 777-5000 or go to the web site <http://www.montgomerycountymd.gov> Click on Government. Then Select HR Resource Library, Training and Tuition Assistance folder respectively to view the information.



Tuition Assistance Application

Montgomery County Volunteer Fire and Rescue Service Association

APPLICATION FOR (Check one): FALL ___ WINTER ___ SPRING ___ SUMMER ___ 200 ___

First Name _____ Middle Name _____ Last Name _____ Social Security # _____

Home Address _____ Home Phone _____ Cellar Phone _____

Station # _____ Station Address _____ Office Phone Number _____ Fax Number _____

Have you previously had tuition assistance? Yes ___ no ___

COURSE(S) REQUESTED

Course #	Course Title	# of Credits	Tuition Cost
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			Estimated Cost Fees \$ _____
			(BOOKS NOT INCLUDED)
NAME OF SCHOOL _____			Estimated TOTAL EXPENSES \$ _____

Course Registration Date: _____ Course Starting Date: _____ Ending Date: _____

EDUCATIONAL OBJECTIVE:

Please complete the one category that best describes your educational objectives: (ETAP or JITAP)

1. ETAP (Employee Tuition Assistance)
 DEGREE OBTAINING: CERT AA BA/BS MA/MS PHD Other _____

MAJOR: _____
 How does this degree/course(s) relate to your present job or career objective with Montgomery County?

2. JITAP (Job Improvement Tuition Assistance)
 NON-DEGREE: Course work improves or maintains the skills required in your current job which are NOT leading to a degree. **A COPY OF THE COURSE DESCRIPTION FROM THE EDUCATIONAL INSTITUTE MUST BE ATTACHED TO THIS APPLICATION.** EXPLAIN HOW THE ABOVE COURSE(S) IS RELATED TO YOUR CURRENT POSITION:

VOLUNTEER CERTIFICATION: I hereby certify that the above statements are true and correct. I understand that 1) tuition assistance benefits are limited to the costs required to pay for tuition and required fees *which are not being met by any other educational benefits or scholarship*, 2) I am obligated to reimburse the County for any funds expended for courses approved under this application: a) for which I fail or withdraw, and b) if I fail to remain active volunteer with the County Government for *one year* after the completion of courses funded under the tuition assistance program.

Signature _____ Date _____

PARTICIPANT'S INSTRUCTIONS: Submit (2) copies signed by President of MCVFRA and MCFRS Chief. Official grade notice for last course(s) completed under Tuition Assistance must be submitted as soon as it is received from the educational institution or at the time of application whichever comes first. *It is the volunteer's responsibility to submit grade notices to OHR.* Submit completed and signed application to the Office of Human Resources, Training & Organizational Development Team, Executive Office Building, 7th Floor. For further information call (240) 777-5000.

RECOMMENDATIONS: Please provide the requested information on applicant. (This section to be filled and signed by President of MCVFRA)

LCRD PRESIDENT

1. Applicant is an active Volunteer and he/she appears on the most recent certified list of active volunteers. Yes ___ No ___

If yes, please attach with this application a copy of the most recent certified list of active volunteers.

2. Applicant is qualified under the point system in the Montgomery County Code, Section 21-21. Yes ___ No ___

3. Volunteer's Educational Objective (please check the appropriate statement) :

_____ Career Development/ Degree or Certificate Program

_____ Job Improvement / Maintains or Improves Skills for Current Position

RECOMMENDATION: APPROVAL _____ DISAPPROVAL _____
Please briefly describe the basis for disapproval.

Signature and title

Date

Montgomery County Fire and Rescue Service Chief (This section to be filled and signed by Montgomery County Fire Chief or his/her designee)

I concur _____ do not concur _____ with the recommendation of the President of MCVFRA.

REMARKS:

Signature and title

Date

OFFICE OF HUMAN RESOURCES ACTION

Previous tuition assistance received under tuition assistance by applicant during the fiscal year for which this application is made

\$ _____ Application Approved for \$ _____, Application Disapproved _____

THIS COURSE(S) IS _____ IS NOT _____ PART OF A PROGRAM OF STUDY THAT COULD QUALIFY THE EMPLOYEE FOR A NEW TRADE OR BUSINESS

Coordinator's Signature

Date

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Attachment B

Sample Authorization/Approved Voucher Letter and an instruction memorandum



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

DATE: _____

TO:

FROM: Teddy Ramet, Tuition Assistance Program Coordinator
Training and Development Team, Office of Human Resources

SUBJECT: Tuition-assistance approval notification and requirements

Your application for tuition assistance has been approved. Enclosed is an authorization letter addressed to the school. This authorization letter should be submitted to the school at the time of registration. This letter authorizes the school to bill the County directly.

The Tuition Assistance Program does not replace department professional development Training budgets. There are a number of program requirements of employees receiving tuition assistance. Some of these requirements are:

- Courses are to be taken during off-duty hours. Employees taking course during normal work hours must submit an approved Leave Request or an approved schedule indicating flex-time adjustments.
- All course work funded in whole or in part by County funds must be completed with a passing grade or course completion certificate.

Please help us in keeping accurate records of funds by tuition assistance participants. It is important that you fill out the following information and return it to OHR, Training and Organizational Development Team by _____. If this form is not returned your funding for tuition assistance may be jeopardized.

Employee's name: _____

Department: _____

SEMESTER: Summer ___ Fall ___ Winter ___ Spring ___ other _____ year

I did register for the following approved course(s):

Course Title: _____
Actual Cost: _____

I did not registered for my approved course(s) for the semester stated above:



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

August 31, 2009

REGISTRAR: BALTIMORE COUNTY COMMUNITY COLLEGE AT CATONSVILLE

Dear Registrar:

The employee named below is participating in the Tuition Assistance Program sponsored by the Montgomery County Government. This letter is your authorization to bill us directly for up to ~~\$800.00~~ for tuition and any required fees, such as matriculation, laboratory and compulsory student activity fees, related to the course(s) listed below.

Employee's Name: _____ JONES
Semester: Winter 2009
Course Title(s): HISTORY111
HEALTH 101

Please send invoice **in Duplicate** to the Montgomery County Office of Human Resources, Executive Office Building, 101 Monroe Street, 7th Floor, Room 717, Rockville, Maryland 20850. **Please include your organization's Federal ID number on the invoice.** Inquires may be directed to Teddy Ramet on 240-777-5153.

The employee is responsible for payment of textbooks, parking, late and other fees not specified above.

Sincerely,

Teddy Ramet
Tuition Assistance Program Coordinator

P:bm

(For use by faculty advisor if course authorized above is filled or cancelled. Only a degree candidate is permitted to register in a substitute course without prior approval of the Office of Human Resources. If a course change becomes necessary for a degree candidate, the information below should be filled in, initialed by the advisor, and returned by the student to the Office of Human Resources, Training Team immediately following registration)

TREMAYNE JONES

COURSE CODE

COURSE TITLE

CREDITS

Attachment C

Sample refund memorandum



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

February 02, 2009

TO: Teresa Gasaway, Department of Finance

FROM: Teddy Ramet, Tuition Assistance Program Coordinator

SUBJECT: Request to have \$1460.80 withheld from **Delaney**, who terminated from the Department of Health and Human Services

Montgomery Community College was authorized to bill the County Government in the amount of \$1460.80 for 2 course(s) taken during the Fall 2008 semester(s). Under the provisions of the program, participation "obligates an employee to remain employed with the County Government for one year after completing any course(s) funded in whole or in part by Tuition Assistance funds or to pay back to the County Government a pro-rata portion of the Tuition Assistance funds received."

Ms. Delaney's termination comes before *her one-year mandatory service* was completed for the semester(s) stated below. The table below indicates the percentage break-down for each semester which is owed the County Government.

<u>Semester</u>	<u>Course(s)</u>	<u>Money Authorized</u>	<u>Pro-rata Portion</u>	<u>Total Amount of Money Owed</u>
Fall 2008	2	\$1460.80	100%	\$1460.80

Please credit this reimbursement to sub object code 3510, index code 334011001, in the amount of \$1460.80.

TR

Cc. Lori Plazinski

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Attachment D

List of approved and Disapproved/Cancelled courses for FY08 and FY09

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
BASIC MEDIATION TRAINING WORKSHOP	2008
BASIC MOTORCYCLE RIDERS COURSE	2009
BASIC NARCOTICS AND UNDERCOVER INVESTIGATIONS	2009
BASIC NARCOTICS UNDERCOVER INVESTIGATIONS	2009
BASIC OVERVIEW OF FIRE SUPPRESSION SYSTEMS	2008
BASIC REPAIR: STONE/BRICK/MASO	2008
BASIC SEX CRIME INVESTIGATION	2008
BASIC SWAT TRAINING SCHOOL	2008
BASIC TACTICAL FLIGHT TRAINING	2009
BEGINNING ALGEBRA	2008
BEGINNING MOTORCYCLE SAFETY	2009
BEGINNING SWIMMING	2009
BEHAVIORAL HEALTH AND ADDICTIVE DISORDERS	2008
BFS 3501 - ADVANCED FIRE ADMINISTRATION	2009
BI 204 HUMAN ANATOMY AND PHYSIOLOGY	2008
BI-ANNUAL FLIGHT REVIEW AND TRAINING	2008
BIBLE DOCTRINES I	2009
BICYCLE ASSEMBLY AND MAINTENANCE	2008
BICYCLE ASSEMBLY AND MAINTENCE, SPOKED WHEEL LACING	2008
BIO MEDICAL ETHICS	2009
BIOCHEMISTRY	2009
BIOL 102 - BIOLOGY LAB	2009
BIOLOGICAL EVIDENCE AND SEROLOGY	2008
BIOLOGY 100 (BI 100-WCLC & BI 100-WCLB) (CLASS #S - 1432 & 1433) (LAB & LECTURE)	2009
BIOLOGY LAB	2008
BIOLOGY	2008
BIOSTATS	2009
BITE STICK CERTIFICATION	2008
BITE STICK CERTIFICATION, IF OCT CLASS FILLED BEFORE I GET TUTION ASST	2008
BLACK BELT	2009
BLACKS AND THE LAW	2008
BLACKWATER TACTICAL CARBINE	2008
BLS INSTRUCTOR COURSE	2009
BMGT 110, INTRODUCTION TO BUSINESS AND MANAGEMENT	2008
BMGT 496, BUSINESS ETHICS AND SOCIETY	2009
BMGT 615, INTERCULTURAL COMMUNICATION AND LEADERSHIP	2008
BMGT- BUSINESS LAW	2009
BMGT-BUSINESS ETHICS	2009
BODY VIVE EXERCISE PHYSICAL FITNESS CERTIFICATION	2008
BRAZILIAN JIU JITSU	2008
BRIEF COUNSELING: RATIONAL EMOTIVE BEHAVIOR THERAPY	2008
BUDGETING IN GOVERNMENTAL AGENCIES PA 607	2008
BUILDING A STRONG THERAPEUTIC ALLIANCE WITH CHILDREN AND ADOLESCENTS IN THERAPY	2008
BUILDING COPING CAPACITY IN PATIENTS WITH CHRONIC AND TERMINAL ILLNESS	2008
BUILDING TRADES - BLUE PRINT READING	2008
BUSINESS 621 ENTREPRENEURSHIP	2009
BUSINESS 635 D001	2009
BUSINESS ADMINISTRATION	2008
BUSINESS ETHICS	2008
BUSINESS LAW I	2008
BUSINESS LAW	2008
BUSINESS MANAGEMENT: 364-MANAGEMENT AND ORGANIZATIONAL THEORY	2009
BUSINESS MANAGEMENT	2009
BUSINESS MANAGEMENT317	2008
BUSINESS STATISTICS	2008
BUSINESS WRITING	2008
C.R.A.S.H (CLOSE QUARTERS RESISTANCE) - DEFENSIVE-TACTICS SCHOOL	2008
CANINE LEGAL UPDATE AND OPINIONS SEMINAR	2009
CANINE LEGAL UPDATE	2008
CAPSTONE FIELD EXPERIENCE	2009
CAREER COUNSELING AND DEVELOPMENT	2009
CARPENTRY 1	2009
CASE STUDIES MANAGEMENT	2008
CASTLE'S K9-K9 DECOY SCHOOL	2009
CCJS 100, INTRODUCTION TO CRIMINAL JUSTICE	2008
CCJS 341, CRIMINAL INVESTIGATION	2009
CCJS 461 - PSYCHOLOGY CRIMINAL BEHAVIOR	2009
CCJS341: CRIMINAL INVESTIGATIONS	2009
CELEBRATING HISTORICAL EVENTS	2008
CENTRAL AMERICA DISAPORAS	2008
CERTIFICATE PROGRAM IN ADVANCED TRAUMA TREATMENT	2009
CERTIFICATION FOR HUMAN SERVICES MANAGEMENT	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
CERTIFIED FLIGHT INSTRUCTOR	2009
CERTIFIED FORENSIC COMPUTER EXAMINER CERTIFICATION PROCESS	2009
CERTIFIED NURSING ASSISTANT (CNA)	2009
CHADD CONFERENCE	2008
CHARACTER STRUCTURE AND TRAUMA HEALING	2008
CHEMISTRY 101D	2008
CHEMISTRY AND LAB	2009
CHEMISTRY	2009
CHILD GROWTH AND DEVELOPMENT	2008
CHILD INJURY INVESTIGATION	2009
CHILD PSYCHOLOGY	2008
CHILD WELFARE	2009
CHRONIC PAIN	2008
CHURCH GROWTH	2009
CIMA CERTIFIED INVESTMENT MANAGEMENT ANALYST	2008
CIS111 INTRO TO RELAT DBASE MGT	2008
CIVIL LITIGATION FILINGS IN MARYLAND STATE COURTS	2008
CJ361 - CRIMINOLOGY	2009
CLASSICAL FOUNDATIONS	2009
CLINICAL ASSESSMENT IN COUNSELING PSYCHOLOGY	2008
CLINICAL INTERVIEWING	2009
CLINICAL PHARMACOLOGY	2009
CLINICAL SUPERVISION TO PROMOTE THE EFFECTIVE USE OF SELF - CLASS #903SG	2009
CLINICAL SUPERVISION	2008
CMP076 COMPUTER AIDED DESIGN (CAD) 1	2009
CMP792: ORACLE 10G: DBA ADMINISTRATION I	2008
COGNITIVE ASSESSMENT	2009
COGNITIVE BEHAVIORAL THERAPY & MINDFULNESS	2009
COGNITIVE BEHAVIORAL THERAPY: EVIDENCE BASED TREATMENT FOR MOOD AND ANXIETY DISORDERS	2008
COGNITIVE BEHAVIORAL TREATMENT/ DIALECTICAL BEHAVIORAL THERAPY	2008
COGNITIVE BEHAVIORAL TREATMENT: THE TOP CBT TECHNIQUES	2009
COLD FUSION	2008
COLLEGE MATH	2008
COLLEGE READING RD 099	2008
COLLEGE READING SKILLS	2008
COLLOQUIUM	2009
COLT ARMORER SCHOOL	2009
COMBATIVES, SELF DEFENSE, HANDGUN DISARMS AND RETENTION	2008
COMMUNICATION SKILLS FOR LEADERS	2009
COMMUNICATION SKILLS FOR MANAGERS	2009
COMMUNICATION TRAINING OFFICER	2008
COMMUNICATIONS IN ELECTIONS	2009
COMMUNICATIONS THEORY	2009
COMMUNITY BASED NURSING	2008
COMMUNITY CORRECTION	2009
COMPARATIVE POLITICS AND GOVERNMENTS- PS-2011	2008
COMPOSITION	2009
COMPREHENSIVE ADULTS HEALTH ASSESSMENT	2009
COMPSTAT	2008
COMPUTER- AIDED DESIGN (CAD) 1	2009
COMPUTER AIDED HIGHWAY ENGINEERING DESIGN	2008
COMPUTER BASICS	2008
COMPUTER ETHICS	2009
COMPUTER FOR BUSINESS MANAGEMENT	2008
COMPUTER FORENSICS	2008
COMPUTER GRAPHICS LAB	2008
COMPUTER GRAPHICS	2008
COMPUTER SOFTWARE APPLICATIONS	2008
COMPUTER SYSTEMS FOR BUSINESS	2009
COMPUTER USE AND MANAGEMENT	2008
COMPUTERS /APPLICATIONS /CONSTRUCTION	2009
COMPUTERS USE AND MANAGEMENT	2008
COMUNITY NUTRITION	2009
COMUTER CRIME ESSENTIALS	2008
CONCEALED CARRY	2009
CONCEALED CARRY/ UNDERCOVER CARRY AND SECONDARY FIREARMS TRAINING	2008
CONCEALED CARRY/UNDERCOVER CARRY	2009
CONCEPTS IN HOMELAND SECURITY	2008
CONCEPTS OF EMERGENCY HEALTH SERVICES	2009
CONCEPTS OF EMERGENCY MANAGEMENT	2008
CONFLICT MANAGEMENT IN ORGANIZATION	2008
CONFLICT RESOLUTION AND MEDIATION	2008

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List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
CONSEQUENCE MANAGEMENT: TERRORISM PREPARATION AND RESPONSE	2008
CONSTITUTIONAL CRIMINAL PROCEDURE	2008
CONSTRUCT PLAN READING	2009
CONSTRUCTION ESTIMATING	2009
CONSTRUCTION PLANNING AND SCHEDULING	2008
CONSTRUCTION PROCUREMENT AND CONTRACTING	2008
CONSTRUCTION SAFETY AND HEALTH	2008
CONSTRUCTION SUPERVISION AND LEADERSHIP	2008
CONSTRUCTION SURVEYING	2009
CONSUMER BEHAVIOR	2008
CONTEMPORARY AND PROFESSIONAL DEVELOPEMENT/NATIONAL AND INTERNATION NETWORKING/MEMORIAL MARCH	2008
CONTEMPORARY BUSINESS COMMUNICATION	2008
CONTEMPORARY BUSINESS LAW MBA 511E	2008
CONTEMPORARY ISSUES	2008
CONTEMPORARY MORAL ISSUES	2009
CONTINUING PROFESSIONAL EDUCATION: ATTACHMENT BASED PRACTICE. . . TRAUMA AND LOSS	2008
CONVERSATION LABORATORY	2009
CORRECTIONS OFFICER CARRYING CONCEALED	2009
COUNSELING AND ORGANIATIONAL BEHAVIOR PART 1	2008
COUNSELING	2009
COUNTERINTELLIGENCE	2009
COUPLES COUNSELING	2009
CPI HEREDIA	2008
CPI MONTEVERDE	2008
CREATING AN INTEGRATIVE HEALTHCARE PRACTICE	2008
CREATING CHANGE WITHIN ORGANIZATIONS	2009
CREATING WEB SITES	2008
CREATIVE THINKING AND PROBLEM SOLVING	2009
CRIME SCENE INVESTIGATIONS	2008
CRIMES AGAINST CHILDREN INVESTIGATIONS TRAINING SEMINAR	2008
CRIMINAL BEHAVIOR: PSYCHOSOCIAL APPROACH	2009
CRIMINAL COURTS	2009
CRIMINAL DRUG INTERDICTION	2009
CRIMINAL FORENSICS CJ 232 CRN:22248	2009
CRIMINAL INTELLIGENCE ANALYSIS TRAINING	2008
CRIMINAL INTELLIGENCE ANALYSIS	2008
CRIMINAL INVESTIGATION LAB	2008
CRIMINAL INVESTIGATION	2008
CRIMINAL JUSTICE ISSUES	2008
CRIMINAL JUSTICE RESEARCH METHODS	2009
CRIMINAL JUSTICE TERRORISM	2009
CRIMINAL JUSTICE	2009
CRIMINAL JUSTICE/TERRORISM:PRE/DET	2008
CRIMINAL LAW AND PROCEDURE 1	2009
CRIMINAL LAW AND PROCEDURES	2009
CRIMINAL LAW	2009
CRIMINAL PROCEDURE AND EVIDENCE	2009
CRIMINAL JUSTICE & THE CONSTITUTION	2008
CRIMINOLOGY 604 SECTION 301	2009
CRIMINOLOGY RESEARCH METHODS-	2009
CRIMINOLOGY	2008
CRISIS IN CHILD WELFARE, STRENGTHENING PUBLIC POLICAY AND PRACTICE	2008
CRITICAL APPROACHES TO LITERATURE	2009
CRITICISM AND DISCIPLINE SKILLS FOR MANAGERS	2009
ERN 20269 /TECH OF RDNG & WRTG/ENGLISH 101-408	2008
CROSSFIT CERTIFICATION SEMINAR	2008
CROSSFIT KETTLEBELL CERTIFICATION	2009
CULTURAL DIVERSITY IN THE PROFESSIONS	2009
CULTURE DIVERSITY AND MULTICULTRISM	2008
CURRENT ISSUES IN INTERNATIONAL HEALTH RESOURCE	2008
CUSTOM ACTIVE THREAT RESPONSE	2009
CUSTOM TACTICAL HANDGUN	2008
CUSTOMER SERVICE	2008
DATA MODELS AND DECISIONS	2008
DATABASE CONCEPTS	2009
DEATH AND HOMICIDE INVESTIGATION	2008
DEATH SCENE ARCHAEOLOGY	2008
DECISION SUPPORT SYSTEMS AND EXPERT SYSTEMS	2009
DEFENSIVE TACTICS INSTRUCTOR COURSE	2008
DEFENSIVE TACTICS	2008
DELCO MIDATLANTIC WORKSHOP	2008
DELINQUENCY, PREVENTION AND CONTROL	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
DENNIS BROWN TRAINING	2009
DESCRIPTIVE STATISTICS	2008
DETT 621 TRAINING AT A DISTANCE	2008
DEVELOPING CRITICAL THINKING SKILLS	2008
DEVELOPING PROCEDURES, POLICIES, AND DOCUMENTATION	2009
DHA 698, SEMINAR IN STRATEGIC PLANNING FOR HEALTH ORGANIZATIONS	2009
DIALECTICAL BEHAVIOR THERAPY FOR CHILDREN AND ADOLESCENTS WITH EMOTIONAL DYSREGULATION	2008
DIALECTICAL BEHAVIOR THERAPY FOR CHILDREN AND ADOLESCENTS.	2009
DIFFERENTIAL EQUATIONS	2009
DIGITAL LOGIC AND MICROPROCESSOR FUNDAMENTALS	2008
DIGITAL PHOTOGRAPHY I- FINE ARTW	2008
DIGITAL PHOTOGRAPHY I	2008
DIGITAL TOOLS FOR GRAPHICS	2008
DISASTER RECOVERY	2008
DISCOVERY FUNDAMENTALS	2008
DISSERTATION GUIDANCE	2009
DOCTORAL DISSERTATION RESEARCH	2009
DOCTORAL DISSERTATION	2009
DOMESTIC VIOLENCE (BEHS 453)	2009
DOMESTIC VIOLENCE CASES IN MARYLAND	2008
DOMESTIC VIOLENCE	2008
DRAWING I	2008
DRIVER EDUCATION INSTRUCTOR CERTIFICATION COURSE	2008
DRIVER INSTRUCTOR CERTIFICATION AND TRAFFIC LAW	2008
DRIVER SAFETY EDUCATION	2009
DRUG AND ALCOHOL CASES IN MARYLAND	2008
DRUG AND ALCOHOL COUNSELING	2009
DRUG ENFORCEMENT TACTICS FOR THE PATROL OFFICER	2009
DRUG ENFORCMENT TACTICS FOR THE PATROL OFFICER	2009
DYNAMICS in GROUP COUNSELING	2008
DYNAMICS OF GROUP & ORGANIZATIONAL BEHAVIOR	2009
EARLY CHILDHOOD MENTAL HEALTH CERTIFICATE PROGRAM	2008
EASTERN CIVILIZATION I	2009
EBUS 620 E-MARKETING (3) (FORMERLY ECOM 620)	2009
ECON 203, PRINCIPLES OF MICROECONOMICS	2009
ECONOMICS	2008
ECONOMICS II	2008
EDCP 100, PRINCIPLES AND STRATEGIES OF SUCCESSFUL LEARNING	2008
EDCP, EDUCATIONAL PRINCIPLES	2008
EDUC 647: CORPORATE BUSINESS TRAINING	2009
EDUCATION 625 TEACHING READING AND WRITING TO ESOL/BILINGUAL STUDENTS	2008
EFFECTIVE NEGOTIATING	2009
EFFECTIVE SUPERVISION IN AGENCY SETTINGS	2008
EHS EDUCATIONAL PROGRAM MANAGEMENT	2009
ELDER ABUSE & NEGLECT - CLASS #303	2009
ELECTION INFORMATION MANAGEMENT AND TECH	2008
ELECTRICITY 1	2008
ELECTRONIC MARKETING & INTERNET APPLICATION	2009
ELEM STATISTICS IN SOCIOLOGY (SOCI 309)	2009
ELEMENTARY ALGEBRA	2009
ELEMENTARY CALCULUS	2008
ELEMENTARY SPANISH AND LAB	2009
ELEMENTARY SPANISH I	2009
ELEMENTARY SPANISH II	2009
ELEMENTS OF STATISTICS	2008
ELEMENTS OF SUPERVISION, MGT162	2008
ELEMENTS TO GRAMMAR AND WRITING	2008
EMDR & EMDR TECHNIQUES FOR EFFECTIVE TRAUMA TREATMENT	2009
EMDR BASIC TRAINING	2009
EMDR WITHIN THE ADAPTIVE INFORMATION-PROCESSING SYSTEM	2008
EMERGENCY AND DISASTER MANAGEMENT EDMG 230	2009
EMERGENCY MANAGEMENT	2008
EMERGENCY MEDICAL SERVICES CONTINUING EDUCATION	2008
EMERGENCY MEDICAL TECHNICIAN - BASIC I	2008
EMERGENCY RESPONSE PREPAREDNESS AND PLANNING	2009
EMERGENCY SERVICES TRAINING	2009
EMERGENCY MANAGEMENT PROGRAM	2009
EMI INDEPENDENT STUDY PROGRAM	2009
EMOTIONS, STRESS, & DISEASE	2008
EMPLOYEE RELATIONS	2009
EMPLOYMENT LAW FOR BUSINESS	2009
EMPLOYMENT LAW	2009

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List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
EMS CARE	2008
EMS TODAY CONFERENCE	2008
EMT/B INTERNSHIP	2008
EN 101A, TECH OF RDNG & WRTG	2009
EN 105	2009
ENFP 411 FIRE RISK ASSESSMENT	2009
ENFP 489 FIRE FORENSICS	2009
ENFP 627 SMOKE DETECTION/MANAGEMENT	2009
ENGINE PERFORMANCE 2	2009
ENGL 304 THE MAJOR WORKS OF SHAKESPEARE	2008
ENGL308C: TOPICS IN PROFESSIONAL WRITING: WRITING CASE STUDIES AND NARRATIVES	2009
ENGLISH 001	2008
ENGLISH 101	2008
ENGLISH 101A, TECH OF RDNG & WRTG	2008
ENGLISH 104 - REPORT & TECHNICAL WRITING	2008
ENGLISH 303 (\$690.00) UGRAD TECHNOLOGY FEE (\$30.00)	2009
ENGLISH AS A SECOND LANGUAGE	2009
ENGLISH COMPOSITION	2008
ENGLISH EL 103	2008
ENGLISH I	2008
ENGLISH II	2009
ENGLISH	2008
ENVIRONMENTAL BIOLOGY	2009
ENVIRONMENTAL CHANGE AND SUSTAINABILITY	2009
ENVIRONMENTAL MANAGEMENT FOR TOURISM DESTINATION	2009
EPIDEMIOLOGICAL ASEESSMENT STRATEGIES	2008
EPIDEMIOLOGY	2009
ESSENTIALS OF HEALTH CARE FINANCE	2008
ETHICAL OBLIGATIONS AND LEGAL REGULATIONS	2009
ETHICAL, LEGAL, AND PROFESSIONAL	2009
ETHICS AND INTEGRITY	2009
ETHICS AND PROFESSIONALISM IN ACCOUNTING	2009
ETHICS AND VICTIM SERVICES	2008
ETHICS FOR LEGAL PROFESSIONAL	2008
ETHICS IN ELECTIONS	2009
ETHICS IN INFORMATION AGE	2008
ETHICS IN THE INFORMATION AGE	2008
ETHICS	2008
EVALUATION RESEARCH	2008
EVALUATION	2009
EVALUATIONS RESEARCH	2009
EVENT INFORMATINO SYSTEM	2008
EVENT PLANNING MADE EASY	2008
EVIDENCE LAW	2008
EXCEL 301	2009
EXCEL I	2008
EXCEL II	2008
EXCEL III	2008
EXCL 301 LEARNING ANALYSIS AND PLANNING LECTURE/ TOTAL COAT \$750.00	2009
EXECUTIVE LEADERSHIP-INSTITUTE	2008
EXECUTIVE POWER AND NEGOTIATION	2008
EXECUTIVE PROTECTION TRAINING COURSE	2009
EXECUTIVE PROTECTION TRAINING PROGRAM	2009
EXECUTIVE PROTECTION	2008
EXPERT SKILLS COURSE	2009
EXPLOSIVE FAMILIARIZATION	2008
EXPOSITORY AND RESEARCH WRITING	2008
EXPOSITORY RESEARCH WRITING	2008
EXTENSIVE WRITING 391	2009
FACILITATING-VOTER REGISTRATION	2009
FAJR, SQUARE, AND LEGAL DOCUMENTATION	2009
FALL CONFERENCE	2008
FAMILIES IN CRISIS	2009
FAMILY COUNSELING	2008
FEDERAL TAXATION	2008
FEELING GOOD NOW: NEW RAPID RECOVERY TECHNIQUES FOR DEPRESSION AND LOW SELF-ESTEEM	2008
FEMA	2008
FIELD PRACTICUM IN COMMUNITY HEALTH	2008
FIELD PROBLEMS	2008
FIELD TRAINING IN CRIMINOLOGY AND CORRECTIONS	2009
FIN 610 FINANCIAL MANAGEMENT IN ORGANIZATIONS	2009
FIN 615 FINANCIAL MANAGEMENT OF CURRENT OPERATIONS	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
FINANCE 310 ENTREPRENEUR VENTURE PLANNING	2009
FINANCE	2009
FINANCIAL ACCOUNTING	2009
FINANCIAL DECISION MAKING FOR MANAGERS	2008
FINANCIAL DECISION MARKING FOR MANAGERS	2008
FINANCIAL MANAGEMENT	2008
FINANCIAL OBJECTIVES	2009
FINANCIAL PLANNING AND RETIREMENT	2008
FINANCIAL REPORTING AND CONTROL	2009
FINANCIAL STATEMENT ANALYSIS	2008
FINDING WORDS MARYLAND TRAINING	2009
FIRE AND EMERGENCY SERVICE ADMINISTRATION	2008
FIRE BEHAVIOR AND COMBUSTION	2009
FIRE DEPARTMENT SAFETY OFFICER	2009
FIRE HOUSE WORLD EXPOSITION AND CONFERENCE	2009
FIRE INSPECTOR I	2008
FIRE INSPECTOR II	2008
FIRE INSPECTOR III	2008
FIRE INVESTIGATION AND ANALYSIS	2008
FIRE INVESTIGATION I	2009
FIRE INVESTIGATION	2009
FIRE OFFICER I CERTIFICATION	2009
FIRE OFFICER III	2008
FIRE PATTERN CERTIFICATION AND ELECTRICAL FIRE INVESTIGATION	2008
FIRE PATTERN CERTIFICATION	2008
FIRE PREVENTION ORGANIZATION AND MANAGEMENT	2008
FIRE PREVENTION	2009
FIRE PROTECTION HYDRAULIC AND WATER	2008
FIRE PROTECTION STRUCTURE AND SYSTEMS DESIGN	2008
FIRE PROTECTION SYSTEMS	2008
FIRE PUMPS FOR FIRE PROTECTION	2008
FIREARMS I AND II	2008
FIREARMS INSTRUCTOR DEVELOPMENT COURSE	2009
FIRE-RELATED HUMAN BEHAVIOR	2008
FIRST LINE SUPERVISION	2009
FIRST YEAR SEMINAR	2008
FITNESS FOR LIVING	2009
FOOD SCIENCE AND TECHNOLOGY	2008
FOOD SERVICE	2009
FOOD SERVICE SANITATION-ONLINE FROM COMMUNITY COLLEGE OF OREGON	2009
FOREIGN LANGUAGE	2009
FORENSIC ASPECTS OF DRUG IDENTIFICATION AND ABUSE	2008
FORENSIC BIOLOGY	2008
FORENSIC FIRE AND ARSON INVESTIGATION	2008
FORENSIC PATHOLOGY	2009
FOUNDATION FIELD PRACTICUM	2009
FOUNDATION OF PH AND POLICY	2008
FOUNDATIONAL CONCEPT OF NURSING	2009
FOUNDATIONS (FOR LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT)	2008
FRENCH CONVERSATION AND GRAMMER REVIEW 1	2009
FRENCH II	2009
FRENCH IV, PART I	2008
FRENCH IV, PART II	2008
FRENCH LESSONS	2009
FRENCH, PART I	2009
FSCN 304- FIRE PERSONNEL MANAGMENT	2008
FUNCTION IN A FAM SOCIETY	2009
FUNCTIONAL SPOKEN SPANISH	2009
FUND CRIMINAL JUSTICE RES	2008
FUNDAMENTALS OF ENVIRONMENTAL SYSTEMS	2008
FUNDAMENTALS OF HUMAN RESOURCES	2009
FUNDAMENTALS OF ON-LINE LEARNING	2009
G.R.A.C.I.E. CERTIFICATION COURSE	2009
GANG CONFERENCE	2008
GENERAL BIOLOGY LAB	2009
GENERAL CHEMISTRY II	2008
GENERAL PHYSICS I	2009
GENERAL PSYCHOLOGY	2008
GERONTOLOGY	2009
GLASS FUSING	2008
GLOBAL ISSUES - PF 305	2009
GLOCK ARMORER'S COURSE	2008

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
GOVERNMENT AND BUSINESS RELATIONS	2008
GOVERNMENT AND NON PROFIT ACCOUNTING	2008
GOVERNOR'S GRANT CONFERENCE	2008
GOVERNOR'S GRANTS CONFERENCE-2008	2008
GRACIE GROUND FIGHTING FOR LAW ENFORCEMENT	2009
GRAMMAR AND USAGE	2008
GRE PREPARATION	2008
GROUND CONTROL TACTICS II	2009
GROUND CONTROL/PERSONAL DEFENSE SYSTEM	2008
GROUND FIGHTING TECHNIQUES	2009
GROUP COUNSELING AND GROUP EXPERIENCE	2008
GROUP COUNSELING	2009
GROWING OLD IN A AGING SOCIETY	2008
GSA SCHEDULE WRITING TRAINING	2009
GVPT 439G, ADMINISTRATIVE LAW	2008
HANDGUN AND CARBINE	2008
HANDS-ON ELECTRICAL FIRE/ARSON INVESTIGATION	2008
HAZARDOUS MATERIALS	2008
HCAD 620 THE U.S. HEALTH CARE SYSTEM (3)	2008
HCAD 640, FINANCIAL MANAGEMENT FOR HEALTH CARE ORGANIZATIONS	2008
HCAD 670, HEALTH CARE ADMINISTRATION CAPSTON	2008
HEALTH 101, INTRO TO MENTAL HEALTH	2008
HEALTH CARE LAW, REGULATIONS AND ETHICS	2008
HEALTH CARE MANAGEMENT	2008
HEALTH EDUCATION	2008
HEALTH SYSTEM MANAGEMENT I	2009
HEALTH	2008
HELICOPTER INSTRUMENT COURSE	2008
HELPING TEENS DISCOVER A SENSE OF SELF PLACE THROUGH YOUNG ADULT LITERATURE	2008
HERBOLOGY II	2008
HI231 - AMERICAN HISTORY I	2009
HIDDEN PURSUIT	2009
HIGH IMPACT SUPERVISION	2008
HIGH INTENSITY SPANISH IMMERSION	2009
HIGH RISK OBSTETRICS CONFERENCE	2009
HIGH RISK OBSTETRICS	2009
HISTORY 102	2008
HISTORY 111, THE MEDIEVAL WORLD	2008
HISTORY 232	2009
HISTORY AFRICAN AMERICAN SINCE 1865	2008
HISTORY OF ELECTIONS I	2008
HISTORY OF ELECTIONS II	2008
HISTORY OF ELECTIONS, PART I	2009
HISTORY OF ELECTIONS, PART II	2009
HISTORY OF THE U.S SINCE 1865	2009
HISTORY OF THE UNITED STATES	2008
HISTORY OF U.S. TO 1865	2008
HISTORY	2008
HLS308 - HOMELAND SECURITY	2008
HLS311 - SECURITY MANAGEMENT	2008
HLTH-101-75B / SCIENCE AND THEORY OF HEALTH	2009
HOME INSPECTIONS	2008
HOMELAND SECURITY	2008
HOW TO COMMUNICATE WITH TACT AND PROFESSIONALISM	2009
HOW TO MANAGE CONFLICT IN THE ORGANIZATION	2009
HR MANAGEMENT	2008
HR MANAGEMENT, SHRM PHR / SPHR-CERTIFICATION	2009
HRMD620, EMPLOYEE RELATIONS	2009
HRMN 300: HUMAN RESOURCE MANAGEMENT (2009
HRMN, HUMAN RESOURCE MANAGEMENT	2009
HSMN610 CONCEPTS IN HOMELAND SECURITY	2008
HTML BASIC	2008
HTML-ADVANCED	2008
HUM 200, LOGIC	2009
HUM INQUIRY & SCIEN (SBSF-8417-03)	2008
HUMAN ANATOMY AND PHYSIOLOGY	2008
HUMAN BEHAVIOR	2009
HUMAN BEHAVIOR AND SOCIAL	2009
HUMAN BEHAVIOR II	2009
HUMAN BIOLOGY	2008
HUMAN COMMUNICATION (SPEECH 107)	2008
HUMAN COMMUNICATIONS	2009

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HUMAN DEVELOPMENT AND COUNSELING	2008
HUMAN DEVELOPMENT	2008
HUMAN FACORS AND INFO SYSTEMS	2009
HUMAN GROWTH & DFEVELOPMENT	2008
HUMAN GROWTH AND DEVELOPMENT	2008
HUMAN GROWTH DEVELOPMENT	2008
HUMAN RELATIONS	2009
HUMAN RESOURCE DEVELOPMENT	2008
HUMAN RESOURCE MANAGEMENT 363 NEGOTIATION STRATEGIES	2009
HUMAN RESOURCE MANAGEMENT	2008
HUMAN RESOURCES MANAGEMENT	2009
HUMAN SEXUALITY AND SEXUAL DYSFUNCTION	2008
HUMAN SEXUALITY/SEXUAL DYSF	2009
I DRIVE SMART	2008
IACP CONFERENCE	2009
IFSM	2008
IFSM 201 - INTRODUCTION TO COMPUTER BASED SYSTEMS	2008
IFSM 300 (INFORMATION SYSTEMS IN ORGANIZATIONS)	2008
IFSM 304- ETHICS IN THE INFORMATION AGE	2008
IFSM 310- SOFTWARE & HARDWARE CONCEPTS	2009
IFSM 438 PROJECT MANAGEMENT	2009
IFSM450 TELECOMMUNICATION SYSTEMS IN MANAGEMENT	2008
IMAT 637, IT ACQUISITIONS MANAGEMENT	2009
IMMIGRANT AND RIGHTS CONFERENCE	2008
IMMIGRATION AND ETHNICITY	2009
IMMIGRATION LAW	2009
IMPLEMENTATION OF NEW PROGRAMS	2009
INDEPENDENT STUDY IN CRIMINOLOGY AND CRIMINAL JUSTICE: CONTEMPORY CASE LAW	2008
INDEPENDENT STUDY	2009
INDUSTRY AND COMPETITION ANALYSIS	2008
INFO RESEARCH METHODS	2009
INFORMATION ASSURANCE	2008
INFORMATION LITERACY AND RESEARCH METHODS	2008
INFORMATION MANAGEMENT & TECHNOLOGY IN ELECTION & VOTER REGISTRATION	2009
INFORMATION RESOURCES AND SOCIAL SCIENCES	2009
INFORMATION SOURCES AND SERVICES	2008
INFORMATION SYSTEM MANAGEMENT	2009
INFORMATION SYSTEMS ANALYSIS, MODELING, AND DESIGN	2008
INFORMATION SYSTEMS IN LIBRARIES AND INFORMATION CENTERS	2009
INFORMATION SYSTEMS IN ORGANIZATIONS	2008
INFORMATION SYSTEMS OF MANAGEMENT	2008
INFORMATION TECHNOLOGY FOR HEALTH CARE ADMINISTRATION	2009
INFORMATION TECHNOLOGY FOUNDATIONS	2009
INFORMATION TECHNOLOGY INFRASTRUCTURE	2008
INFORMATION TECHNOLOGY INTEGRATION	2008
INSPECTION, TESTING AND MAINTENANCE OF WATER-BASED EXTINGUISHING SYSTEMS	2008
INSTRUCTOR II	2009
INSTRUCTOR TRAINING FOR ESOL	2009
INSTRUMENT PILOT COURSE	2009
INSTRUMENT PILOT PREP COURSE	2008
INTEGRATED SOFTWARE APPS	2009
INTERCULTURAL COMMUNICATION AND LEADERSHIP	2009
INTERCULTURAL COMMUNICATION	2008
INTERIOR DESIGN: RESIDENTIAL LAB	2008
INTERIOR DESIGN: RESIDENTIAL	2008
INTERMEDIATE ACCOUNTING I	2008
INTERMEDIATE ALGEBRA	2008
INTERMEDIATE FOUNDATIONS	2008
INTERMEDIATE HEBREW II	2008
INTERMEDIATE MEDICAL TRAUMA	2009
INTERMEDIATE PROGRAMMING	2008
INTERMEDIATE SPANISH I- SN 201	2008
INTERMEDIATE SPANISH I	2008
INTERMEDIATE SPANISH	2008
INTERNATIONAL HAZ MAT RESPONSE TEAMS CONFERENCE	2009
INTERNATIONAL ACCOUNTING	2009
INTERNATIONAL BUSINESS (INB205)	2009
INTERNATIONAL MANAGEMENT - MGMT565	2008
INTERNATIONAL MANAGEMENT	2009
INTERNATIONAL SOCIETY FOR TRAUMATIC STRESS STUDIES ANNUAL MEETING	2008
INTERNATIONAL TRADE AND POLICY	2008
INTERNSHIP IN COUNSELING PSYCHOLOGY	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
INTERNSHIP IN SCHOOL COUNSELING	2009
INTERPERSONAL COMMUNICATION, LEGAL INTERVIEWING, AND INVESTIGATING TECHNIQUES	2009
INTERPERSONAL COMMUNICATIONS	2008
INTERVIEW AND INTERROGATION SEMINAR- ADVANCE CLASS	2009
INTERVIEW AND INTERROGATION SEMINAR	2008
INTERVIEW AND INTERROGATION TECHNIQUE	2008
INTRO TO C #	2009
INTRO TO CRIMINOLOGY	2009
INTRO TO HUMAN	2008
INTRO TO MATHAMATICAL IDEAS (MATH116)	2009
INTRO TO WEB TECH	2009
INTRO. COMPUTER-BASED SYSTEMS	2008
INTRO. TO SOCICLOGY	2008
INTRODUCTION TO ADDICTIONS	2008
INTRODUCTION TO ARCHITECTURE	2009
INTRODUCTION TO BUILDING TRADES	2008
INTRODUCTION TO BUSINESS AND MANAGEMENT	2009
INTRODUCTION TO BUSINESS MANAGEMENT	2009
INTRODUCTION TO BUSINESS	2008
INTRODUCTION TO CADD	2008
INTRODUCTION TO CARTOGRAPHY	2009
INTRODUCTION TO CHEMISTRY	2008
INTRODUCTION TO COMMUNICATIONS	2009
INTRODUCTION TO COMPUTER APPLICATIONS	2009
INTRODUCTION TO COMPUTER BASED SYSTEMS	2008
INTRODUCTION TO COMPUTER-BASED SYSTEMS	2008
INTRODUCTION TO COMPUTERS	2008
INTRODUCTION TO CORRECTIONS	2008
INTRODUCTION TO COUNSELING AND HELPING SKILLS	2008
INTRODUCTION TO CRIMINAL JUSTICE CCJS 100	2009
INTRODUCTION TO CRIMINAL JUSTICE	2009
INTRODUCTION TO CRIMINALISTICS 320	2009
INTRODUCTION TO DATABASE APPLICATION	2008
INTRODUCTION TO DESKTOP PUBLISHING, - MS WORD EXCEL AND MS POWER POINT	2009
INTRODUCTION TO ELECTION ADMINISTRATION	2008
INTRODUCTION TO ENGLISH	2009
INTRODUCTION TO FILM ART	2008
INTRODUCTION TO FINANCIAL ACCOUNTING	2009
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS	2009
INTRODUCTION TO GRAD LIBRARY RESEARCH SKILLS	2009
INTRODUCTION TO HERBOLOTY	2008
INTRODUCTION TO HOMELAND SECURITY HMLS 302	2009
INTRODUCTION TO HOMELAND SECURITY	2008
INTRODUCTION TO HUMAN COMMUNICATION	2008
INTRODUCTION TO HVAC/R PART 2	2009
INTRODUCTION TO HYPERMEDIA	2008
INTRODUCTION TO INFORMATION SYSTEMS	2009
INTRODUCTION TO KEYBOARDING	2009
INTRODUCTION TO LAN	2009
INTRODUCTION TO LAW ENFORCMENT	2008
INTRODUCTION TO LEGAL SYSTEM	2008
INTRODUCTION TO LITERATURE	2009
INTRODUCTION TO METEROLOGY	2009
INTRODUCTION TO MILITARY HISTORY	2009
INTRODUCTION TO NUTRITION	2008
INTRODUCTION TO PHILOSOPHY	2009
INTRODUCTION TO PHYSICAL SCIENCE	2008
INTRODUCTION TO POETRY	2008
INTRODUCTION TO POLITICAL SCIENCE	2009
INTRODUCTION TO PSYCHOLOGY	2008
INTRODUCTION TO RENEWABLE ENERGY SYSTEMS	2009
INTRODUCTION TO RESEARCH METHODS	2008
INTRODUCTION TO SOCIOLOGY	2008
INTRODUCTION TO STATISTICS	2008
INTRODUCTION TO THE LEGAL SYSTEM	2008
INTRODUCTION TO VISUAL BASIC PROGRAMMING (CMST 306)	2009
INTRODUCTION TO VOTER REGISTRATION AND ELECTIONS SYSTEMS	2009
INTRODUCTION TO WORLD LITERATURE - EN 201	2008
INTRODUCTION TO WORLD LITERATURE	2008
INTRODUCTION TO WRITING	2008
INVESTIGATION AND PROSECUTION OF CHILD FATALITIES AND PHYSICAL ABUSE	2009
INVESTIGATION TOOLS AND TECHNIQUES: DEVELOPING FACTS AND EVIDENCE	2009

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INVESTMENT ANALYSIS	2008
INVESTMENT VALUATION	2009
IS307 COUNTERINTELLIGENCE	2008
IS324- PSYCHOLOGY OF TERRORISM	2009
ISSUES AND PRACTICES IN HUMAN RESOURCE MANAGEMENT	2008
ISSUES AND PROBLEMS IN DIETETICS	2009
ISSUES IN CRIMINAL COMMUNITY COUNSELING	2009
ISSUES IN CRIMINAL JUSTICE	2008
ISSUES IN HEALTH CARE 2	2009
ISSUES IN HEALTH CARE	2009
ISSUES IN RELIGION AND CULTURE	2008
ISTAN PRODUCT EDUCATION	2009
ISTSS 23RD ANNUAL MEETING	2008
IT ACQUISITION MANAGER	2009
ITALIAN CULTURE, LANGUAGE, ARTS AND LITERATURE	2009
ITEC 620 INFORMATION TECHNOLOGY INFRASTRUCTURE	2008
ITEC 640 IT PROJECT MANAGEMENT	2009
JIU JITSU MARTIAL ARTS	2009
JIU-JITSU CLINIC	2009
JIU-JITSU MARTIAL ARTS	2008
JOB ANALYSIS, ASSESSMENT, & COMPENSATION	2008
JUD 101 FOUNDATIONS FOR SUCCESS	2008
JUVENILE DELINQUENCY	2008
JUVENILE JUSTICE SYSTEM	2009
JUVENILE JUSTICE	2009
K9 DECOY SCHOOL	2008
K9 GUARDIAN DECOY SEMINAR	2009
KEYS TO EFFECTIVE COMMUNICATION	2009
KNIFE DEFENSE AND LOW-LIGHT TACTICS COURSE	2009
KNOWLEDGE BASE SYSTEMS	2008
KRAV MAGA COMBATIVES, CONTROL TECHNIQUES, AND HANDCUFFING	2008
KRAV MAGA LAW ENFORCEMENT INSTRUCTOR COURSE	2009
KUNG FU	2008
LABOR- MANAGEMENT RELATIONS	2009
LABOR RELATIONS	2008
LANDLORD TENTANT	2008
LATIN AMERICAN HISTORY- HS 203	2008
LAW AND LEGAL METHODS	2008
LAW AND TECHNOLOGY	2008
LAW AND THE LEGAL SYSTEM	2008
LAW ENFORCEMENT	2009
LAW ENFORCEMENT CLOSE QUARTERS COMBAT 1	2009
LAW ENFORCEMENT CLOSE-QUARTERS COMBAT LEVEL I	2009
LAW ENFORCEMENT FIELD TRAINING	2009
LAW ENFORCEMENT FITNESS SPECIALIST	2008
LAW OF CORRECTIONS	2008
LAW OF ECONOMIC CRIME	2009
LBSC 650 - INFORMATION ACCESS SERVICES	2009
LEAD CLIMBING COURSE	2008
LEAD- TRANSFORMING ENGINEERING MANAGERS INTO EFFECTIVE LEADERS	2008
LEADER AS TEACHER: INFLUENCING COMMUNITIES AND INDIVIDUALS	2009
LEADER EDUCATION AND DEVELOPMENT	2008
LEADERSHIP AND ORGANIZATIONAL BEHAVIOR	2009
LEADERSHIP AND THE CLASSICS	2008
LEADERSHIP IN ELECTION ADMIN	2009
LEADERSHIP IN GROUPS AND ORGANIZATIONS	2008
LEADERSHIP SKILLS FOR MANAGERS	2009
LEADERSHIP: THEORIES AND PRACTICES	2009
LEARNING STRATEGIES - PF 321	2009
LEGAL & ETHICAL ISSUES THEORY	2008
LEGAL ENVIRONMENT OF BUSINESS	2008
LEGAL RESEARCH	2008
LEGAL STUDIES	2008
LEGAL WRITING	2009
LETAC-502 TACTICAL CARBINE OPTICS & APPLICATION	2008
LGST 312 TORTS	2008
LIBRARY SCIENCE 646/ LBSC646 SG01	2009
LIBRARY SKILLS	2008
LIBS 150 (\$230.00) UGRAD TECHNOLOGY FEE (\$10.00)	2009
LIBS 150 INFORMATION LITERACY AND RESEARCH METHODS	2008
LIBS 150-INFORMATION AND LIBRARY SCIENCE	2009
LIBS, LASER-INDUCED BREAKDOWN SPECTROSCOPY	2008

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LICENSED PRACTICAL NURSE	2008
LIFE ON THE DOWN LOW	2008
LIFE STYLE ASSESSMENT	2008
LIFESPAN DEV	2009
LIFESPAN DEVELOPMENT	2009
LS101, INTRODUCTORY SPANISH	2008
LSAT PREP COURSE	2008
M4 OPTICS TRAINING COURSE	2009
M4 OPTICS TRAINING	2009
MA101 INTERMEDIATE ALEGBRA LIBERAL ARTS	2009
MACRO ECONOMIC ANALYSIS I	2008
MAMMALIAN PHYSIOLOGY	2009
MANAGEMENT AND ORGANIZATIONAL THEORY	2008
MANAGEMENT COMMUNICATIONS	2009
MANAGEMENT CONCEPTS IN ELECTION	2008
MANAGEMENT CONCEPTS IN VOTER REGISTRATION & ELECTION ADMINISTRATION	2009
MANAGEMENT OF FIRE INCIDENT COMMAND SYSTEMS	2008
MANAGEMENT OF HUMAN RESOURCES	2009
MANAGEMENT OF INFORMATION SYSTEMS	2009
MANAGEMENT STATISTICS	2009
MANAGERIAL APPLICATIONS OF INFORMATION TECHNOLOGY	2008
MANAGERIAL ECONOMICS	2008
MANAGERIAL ISSUES IN HAZARDOUS MATERIALS	2008
MANAGING DIVERSITY	2008
MANAGING E-COMMERCE IN ORGANIZATIONS	2008
MANAGING IN THE PUBLIC SECTOR	2009
MANAGING ORGANIZATIONAL CHANGE	2008
MANAGEMENT OF INFORMATION SYSTEMS	2009
MANAGEMENT 615	2008
MARKETING MANAGEMENT	2008
MARKETING PRINCIPLES AND ORGANIZATION	2008
MARKETING PROCESS	2008
MARKETING	2008
MARRIAGE AND FAMILY THERAPY	2008
MARRIAGE AND FAMILY	2009
MARTIAL ARTS TRAINING	2008
MARTIAL ARTS	2008
MARYLAND MEDIATORS CONVENTION	2009
MARYLAND STATE DRIVER EDUCATION INSTRUCTOR CERTIFICATION	2008
MASTERING THE ART OF THE SENTENCE	2008
MAT-012-503, ALGEBRA II	2009
MAT-097-15 - INTRODUCTORY ALGEBRA	2009
MATERNAL NEWBORN NURSING	2009
MATERNAL-CHILD/OB-GYN NURSING	2009
MATH 009, INTRODUCTORY ALGEBRA	2009
MATH 091, BEGINNING ALGEBRA SYLLABUS	2008
MATH-ALGEBRA	2009
MATHEMATICS 090	2008
MATHEMATICS	2008
MAT-LAB-34, INTRODUCTORY ALGEBRA	2009
MBA 509 FINANCIAL ANALYSIS	2009
MD EMS SYMPOSIUM 2009	2009
MECHANIS AND PARTICLE DYNAMICS	2009
MEDIATION AND CONFLICT RESOLUTION	2008
MEDICAL & LEGAL INVESTIGATION DEATH	2008
MEDICAL NUTRITION THERAPY	2009
MEDICAL SPANISH (0800-1430; 2 WEEK COURSE)	2008
MEDICAL SURGICAL	2009
MEDICAL TERMINOLOGY	2009
MENTAL HEALTH AND SOCIAL POLICY	2009
MENTAL HEALTH CLINICAL ESSENTIALS	2008
MET CJ 602: CRIMINOLOGY	2008
METI BASIC COURSE	2009
MG 103, INTRO TO MARKETING	2009
MG102, PRINC OF SUPERVISION	2008
MGMT 610 MANAGER IN A TECHNOLOGICAL SOCIETY	2009
MGMT 640 9040 FINANCIAL DECISIONS FOR MANAGERS	2008
MGMT615 INTERCULTURAL COMMUNICATION AND LEADERSHIP	2008
MICRO ECONOMIC ANALYSIS I	2008
MICROBIOLOGY LAB	2008
MICROBIOLOGY	2009
MILITARY PHILOSOPHERS	2009

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MINDFULNESS THE PRACTICE OF COMPASSIONATE PRESENCE	2008
MORAL DIMENSIONS OF PUBLIC POLICY	2008
MOTIVATION AND PERFORMANCE	2009
MOTORCYCLE SAFETY CLASSES	2009
MOTORCYCLE SAFETY FOUNDATION BEGINNER RIDER COURSE	2008
MPCTC BASIC INSTRUCTOR CERTIFICATION	2008
MRKT 600 MARKETING	2008
MRKT 601 LEGAL ETHIC ISSUES IN A GLOBAL COMMUNITY	2009
MULTICULTURAL ISSUES IN COUNSELING	2008
MULTIVARIABLE CALCULUS	2009
MUNCHAUSEN BY PROXY	2008
MUS 305 MUSIC HISTORY	2008
MUSCULAR SKELETAL ANATOMY/KINESIOLOGY (MAK-201)	2008
MYERS-BRIGGS TYPE INDICATOR	2008
NARCOTICS AND DRUG ENFORCEMENT	2009
NARCOTICS INVESTIGATORS INFORMATION SHARING CONFERENCE	2008
NARCOTICS	2009
NATIONAL CONFERENCE ON VOLUNTEERING AND SERVICE	2008
NATIONAL FIRE SERVICE STAFF AND COMMAND COURSE	2008
NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS CONFERENCE	2008
NATIONAL PIPING CENTRE	2008
NATIONAL RECREATION, PARKS ASSOCIATION ANNUAL CONFERENCE	2009
NEONATAL RESUSCITATION PROVIDER	2009
NETWORKING 1	2009
NETWORKING 2	2009
NETWORKING ESSENTIALS	2009
NEUROLOGICAL SYSTEMS DISORDER	2008
NEW FRONTIERS IN TRAUMA TREATMENT	2009
NEW FRONTIERS IN TRAUMA TREATMENT	2009
NEW MARKET GROWTH FUND	2008
NIGHT VISION/INFRARED ILLUMINATION SUSTAINMENT COURSE	2009
NONE	2008
NORTH CASCADES MOUNTAINEERING	2008
NRPA CONGRESS & EXPOSITION	2009
NRPA CONGRESS AND EXPOSITION	2009
NSCI 100 (\$690.00) UGRAD TECHNOLOGY FEE (\$30.00)	2009
NSCI 101 (\$230.00) UGRAD TECHNOLOGY FEE (\$10.00)	2009
NURSING 623: ADVANCED ASSESSMENT	2009
NURSING ASSISTANT CLINICAL	2009
NURSING FAMILY, NEWBORN WOMENS HEALTH - NU 234	2009
NURSING IN HEALTH & ILLNESS II	2008
NURSING IN HEALTH II -NU 230	2008
NURSING IN HEALTH ILLNESS	2008
NURSING IN MENTAL HEALTH	2008
NURSING MANAGEMENT IN HEALTH AND ILLNESS -NU 233	2009
NURSING PERSPECTIVES II -NU 205	2009
NURSING RESEARCH	2009
NURSING REVIEW	2009
NURSING SKILLS II	2008
NURSING	2008
NUTRITION (SCI241)	2009
NUTRITION FITNESS & WELLNESS	2008
NUTRITION	2009
NUTRITION/HEALTH	2008
OCCUPATIONAL SAFETY FOR EMERGENCY SERVICE	2008
OPERATIONS MANAGEMENT	2009
OLYMPIC LIFTING CERTIFICATION	2009
OMDE 610 TEACHING AND LEARNING IN ONLINE DISTANCE EDUCATION (3)	2009
ONLINE LIBRARY FEE	2009
OPEN WATER SCUBA DIVER COURSE	2008
ORACLE CERTIFICATE	2009
ORAL COMMUNICATION: PRINCIPLES AND PRACTICES	2008
ORG & PROF DIM OF NSG PRAC	2008
ORG THEORY AND BEHAVIOR	2009
ORGANIC CHEMISTRY I	2009
ORGANIC CHEMISTRY	2009
ORGANIZATION AND ADMINISTRATION	2008
ORGANIZATION OF INFORMATION	2008
ORGANIZATIONAL & PROFESSIONAL DIMENSIONS OF NURSING PRACTICE (WEB BASED-ONLINE)	2008
ORGANIZATIONAL COMMUNICATION AND GROUP DEVELOPMENT	2008
ORGANIZATIONAL COMMUNICATION AND LEADERSHIP	2009
ORIENTATION TO DOCTORAL LEARNING IN PSYCHOLOGY	2009

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OUPV UNITED STATES COAST GUARD APPROVED LICENSE	2008
OVERSEEING THE OPERATION OF A GENERAL CRIMINAL INVESTIGATIONS UNIT	2008
OVERVIEW OF HC SYSTEMS	2009
P.E. CIVIL REVIEW COURSE	2008
PA-601 PROSEMINAR IN PUBLIC ADMINISTRATION	2009
PA HAZMAT CONFERENCE	2009
PARADIGMS CLINICAL SW PRACTICE	2008
PARALEGAL STUDIES SEMESTER ONE	2008
PARAMEDIC CERTIFICATION COURSE FOR HEALTH CARE PROFESSIONALS	2008
PARAMEDIC I	2008
PARAMEDIC II	2008
PARENTING TODAY	2008
PARTNERSHIPS AND LIFESTYLE	2009
PASPSYCHIATRIC MENTAL HEALTH LIVE SYMPOSIUM	2008
PEDIATRIC ABUSIVE HEAD TRAUMA	2008
PEDIATRIC/COMMUNITY NURSING	2009
PERFORMANCE CRUISING (INTERMEDIATE LEVEL)	2008
PERSANOL DEFENCE SYSTEMS / GROUND CONTROL TACTICS	2008
PERSANOL DEFENSE SYSTEMS / GROUND CONTROL TACTICS	2008
PERSONAL AND COMMUNITY HEALTH	2008
PERSONAL DEFENSE CLASS	2009
PERSONAL DEFENSE SYSTEM I	2008
PERSONAL DEFENSE SYSTEM II / GROUND CONTROL TACTICS II	2009
PERSONAL DEFENSE SYSTEM II	2009
PERSONAL DEFENSE SYSTEMS	2008
PERSONAL HEALTH	2009
PERSONAL SKILLS DEVELOPMENT	2008
PERSONAL TRAINER CERTIFICATION	2008
PERSONALITY DISORDERS	2009
PHD HEALTH SERVICES RESEARCH FORUM	2009
PHEC 101, SOCCER AND VOLLEY-BALL	2009
PHIL 140 - CONTEMPORARY MORAL ISSUES	2008
PHIL 140, CONTEMPORARY MORAL ISSUES	2008
PHILOSOPHICAL, THEORETICAL, AND ETHICAL BASIS FOR NURSING	2008
PHILOSOPHY (PHIL140)	2008
PHILOSOPHY	2008
PHLEBOTOMY	2009
PHS 109 GENERAL OCEANOGRAPHY	2009
PHY 1010 INTRO TO PHYSICS I	2009
PHYSICS 161	2008
PIPING SESSION #3	2009
PIPING SESSIONS	2009
PLAN PORTFOLIO PREP	2008
PLANNING & BUDGETING FOR VOTER REGISTRATION AND ELECTION ADMINISTRATION	2009
PLANNING PROCESS	2008
POLI 482	2008
POLICE DEFENSIVE TACTICS	2009
POLICE K9 DECOY SEMINAR	2009
POLICE MOTORCYCLE INSTRUCTOR RECERTIFICATION	2008
POLICE OPERATIONS	2008
POLICE SHOOTOUT (COURSE # LETAC-601)	2009
POLICE TECHNOLOGY	2009
POLICING	2009
POLICY AND POLITICS	2009
POLITICAL SCIENCE 271	2009
POLITICAL SCIENCE	2009
POLITICS AND GOVERNMENT	2008
PORTRAIT AND FASHION PHOTOGRAPHY	2008
PORTUGUESE LEVEL 1	2009
POSTURE, BREATHING, AND MEDITATION	2008
POWERPOINT	2009
PRACTICAL CONSTRUCTION LAW	2008
PRACTICAL KINESICS INTERVIEW AND INTERROGATION	2008
PRACTICES OF MANAGEMENT	2008
PRE ALGEBRA 090	2009
PRE ALGEBRA	2008
PRE-ALGEBRA	2008
PREALGEBRA - MA 090 - 441	2009
PRE-CALCULUS	2009
PRINCIPLE OF CODE ENFORCEMENT	2009
PRINCIPLE OF ECONOMICS II	2008
PRINCIPLE OF ECONOMICS	2008

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PRINCIPLE OF EMERGENCY SERVICES	2009
PRINCIPLE OF HEALTH LIVING	2008
PRINCIPLES AND PHILOSOPHY OF COUNSELING	2009
PRINCIPLES AND PRACTICE OF EPIDEMIOLOGY	2009
PRINCIPLES AND STRATEGIES OF SUCCESSFUL LEARNING	2008
PRINCIPLES AND STRATEGIES SUCCESSFUL LEARNING	2009
PRINCIPLES OF ADVERTISING	2008
PRINCIPLES OF BIOLOGY 107	2008
PRINCIPLES OF BIOLOGY LAB-	2008
PRINCIPLES OF BIOLOGY	2008
PRINCIPLES OF CHRISTIAN GROWTH	2009
PRINCIPLES OF ECONOMICS I	2008
PRINCIPLES OF ECONOMICS II	2008
PRINCIPLES OF EPIDEMIOLOGY I	2008
PRINCIPLES OF EPIDEMIOLOGY II	2008
PRINCIPLES OF HEALTH AND LIVING	2009
PRINCIPLES OF MACROECONOMICS	2008
PRINCIPLES OF MANAGEMENT	2008
PRINCIPLES OF MAP DESIGN	2009
PRINCIPLES OF SUCCESSFUL LEARNING	2009
PRINCIPLES OF SUPERVISION	2008
PRINCIPLES OF TRAINING AND DEVELOPMENT (EDUC 671)	2008
PRINCIPLES SUCCESSFUL LEARNING	2008
PRIVATE COACHING 12 WEEK PACKACAGE	2009
PRIVATE PILOT CERTIFICATE	2008
PRIVATE PILOT GROUND SCHOOL	2008
PRIVATE SECURITY	2008
PROBLEM SOLVING FOR MANAGERS	2008
PRODUCT LIABILITY REGULATION	2008
PRODUCTION & OPERATIONS MANAGEMENT MGMT 564	2009
PROFESSIONAL ETHICS	2009
PROFESSIONAL HUMAN RESOURCE MANAGEMENT CERTIFICATION	2008
PROFESSIONALIZATION GROUP	2009
PROGRAM EVALUATION AND EFFECTIVENESS	2008
PROGRAMMING .NET LEVEL I	2009
PROGRAMMING .NET LEVEL II	2009
PROGRAMMING IN JAVA	2009
PROGRAMMING.NET I	2008
PROJECT MANAGEMENT APPLICATIONS EN13711	2009
PROJECT MANAGEMENT FOR INFORMATION SYSTEM	2009
PROJECT MANAGEMENT FUNDAMENTALS EN13609	2009
PROJECT MANAGEMENT PMP (PROJECT MANGEMENT CERTIFICATION)	2009
PROJECT MANAGEMENT	2008
PROLONGED EXPOSURE THERAPY	2008
PROMOTING WEB	2008
PROTOCOL FOR EVENT MANAGERS	2008
PS-493 IND STUDY PROFESSIONAL STUDIES	2008
PSY 202 ADULT DEVELOPMENT AND LIFE ASSESSMENT	2008
PSY 501 THEORIES OF PERSONALITY	2008
PSY 508 INTRODUCTION TO COUNSELING AND HELPING SKILLS	2008
PSY-111-502, INTRODUCTORY TO PSYCHOLOGY	2009
PSYC 301, BIOLOGICAL BASIS OF BEHAVIOR	2009
PSYC 321, SOCIAL PSYCHOLOGY	2008
PSYC 436, INTRODUCTION TO CLINICAL PSYCHOLOGY	2009
PSYC 451, PRINCIPLES OF PSYCHOLOGICAL ASSESSMENT	2009
PSYCHIATRIC CONGRESS AND MENTAL HEALTH	2008
PSYCHODYNAMICS PSYCHOTHERAPY I	2009
PSYCHOLOGY - HUMAN RELATIONS IN A CULTURALLY DIVERSE SOCIETY	2008
PSYCHOLOGY 101	2009
PSYCHOLOGY 102	2009
PSYCHOLOGY AND CRIMINAL JUSTICE	2008
PSYCHOLOGY OF AGING	2008
PSYCHOLOGY OF CRIMINAL BEHAVIOR	2008
PSYCHOLOGY OF THE CHAKRAS	2009
PSYCHOLOGY	2008
PSYCHOPATHOLOGY	2009
PSYCHOPHARMACOLOGY	2008
PSYCHOPHARMACOLOGY	2009
PUAD, PUBLIC ADMINISTRATION	2009
PUBLIC HEALTH INFORMATICS AND COMMUNICATIONS	2008
PUBLIC HEALTH NURSING	2008
PUBLIC HOUSING	2008

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PUBLIC PERSONAL ADMINISTRATION	2009
PUBLIC POLICY PROCESS	2009
QUALITATIVE CROSSCULTURAL RSCH	2008
QUALITATIVE RESEARCH METHODS	2009
QUALITY MANAGEMENT	2008
QUANTITATIVE METHODS FOR PUBLIC ADMINISTRATION	2008
QUIT FOR GOOD-HELPING PEOPLE STOP SMOKING SEMINAR FOR MENTAL HEALTH PROFESSIONALS	2009
RACE, CRIME AND CRIMINAL JUSTICE	2009
RADIO ANNOUNCING COURSE	2009
REACTIVE ATTACHMENT DISORDER	2008
REACTIVE ATTACHMENT DISORDER: HOW TO FACILITATE HEALING	2008
READING	2008
READING 101	2009
READING 103	2009
READING AND WRITING	2008
READING FOR NON-NATIVE SPEAKERS II	2008
REAL ESTATE	2009
REC 315 COMMUNITY RECREATION	2009
RECENT AMERICA: 1945 TO THE PRESENT	2008
RECORDS MANAGEMENT	2009
REID TECHNIQUE OF INTERVIEWING AND INTERROGATION	2008
REPORT WRITING	2008
RESCUE TECHNICIAN SITE OPERATIONS AND VEHICLE AND MACHINERY RESCUE	2009
RESCUE TECHNICIAN SITE OPERATIONS AND VEHICLE AND MACHINERY RESCUE	2009
RESCUE TECHNICIAN	2009
RESEARCH EVALUATION: FROM THEORY TO APPLICATION	2008
RESEARCH EVALUATION	2008
RESEARCH METHODS FOR MANAGERS	2008
RESEARCH METHODS IN HEALTH SCIENCES; DHS 600	2009
RESEARCH METHODS IN SOCIAL SCIENCE	2008
RESEARCH PROCESS	2008
RESEARCHING THE LAW	2008
RESIDENTIAL APPRAISAL	2008
RESOURCE MANAGEMENT IN NON-PROFIT ORGANIZATIONS	2008
RESPONDING TO RFPS	2008
RIDER'S EDGE NEW RIDER COURSE	2008
RIDER'S EDGE NEW RIDERS COURSE	2008
RIDERS EDUCATION	2008
RISK ASSESSMENT AND THE MENTAL STATUS EXAM	2008
RISK COMMUNICATION	2009
RIT UNDER FIRE: RAPID INTERVENTION TEAM OPERATIONS	2009
ROLE OF MANAGERS ORGANIZATION IN SOCIETY	2008
SAP FINANCE AND CONTROLLING	2008
SCUBA DIVING	2008
SELF AND OTHER VALUES	2008
SELF DEFENSE 1	2009
SELF DEFENSE LEVEL 2	2009
SELF DEFENSE TECHNIQUES/ GROUND CONTROL TACTICS	2008
SELF DEFENSE, FITNESS, FIGHTING	2009
SELF-DEFENSE//DEFENSIVE TACTICS//PHYSICAL FITNESS	2008
SEMINAR IN CHANGE	2009
SEMINAR IN COUNSELING PSYCHOLOGY	2009
SEMINAR IN ENVIRONMENTAL MANAGEMENT	2008
SEMINAR ON NATIONAL SECURITY	2008
SENIOR EXECUTIVES IN STATE AND LOCAL GOVERNMENT	2009
SENIOR SEMINAR: INTEGRATIVE EXPERIENCE	2008
SERIES 1 & 3- LAW ENFORCEMENT INSTRUCTORS COURSE	2009
SESSION #3, BAND CAMPS	2009
SKILLS FOR LEARNING IN AN INFORMATION AGE	2008
SKILLS FOR PROFESSIONAL DEVELOPMENT	2008
SOCI CRIM & DELINQUENCY	2009
SOCIAL PROBLEMS AND ISSUES	2009
SOCIAL PSYCHOLOGY	2008
SOCIAL SECURITY CASES	2008
SOCIAL WELFARE POLICY AND SERVICES I	2009
SOCIAL WELFARE/SOCIAL POLICY	2009
SOCIAL WORK 480	2009
SOCIAL WORK 481	2009
SOCIAL WORK ADVANCED FIELD EDUCATION (SWCL 794) COST \$2574	2008
SOCIAL WORK AND ADDICTIONS	2008
SOCIAL WORK AND THE LAW	2009
SOCIAL WORK LICENSE EXAM PREP COURSE	2008

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
SOCIAL WORK LICENSE EXAMINATION PREPARATION COURSE	2009
SOCIAL WORK LICENSING PREP MATERIALS AND WORKSHOP	2008
SOCIAL WORK PRACTICE WITH INDIVIDUALS	2009
SOCIAL WORK W/ADDICTIVE BEHAVIORS	2009
SOCIETY HEALTH AND SOCIAL JUSTICE	2009
SOCIETY, HEALTH AND CULTURE	2009
SOCIOLOGY 325	2009
SOCIOLOGY	2008
SOMATIC EXPERIENCING	2008
SOMATIC IMAGERY - PHASE ONE, PART ONE	2008
SOMATIC IMAGERY & EGO STATE PSYCHOTHERAPY - PART TWO, PHASE TWO	2008
SOMATIC IMAGERY & EGO STATE PSYCHOTHERAPY - PHASE TWO, PART ONE	2008
SPANISH 101	2009
SPANISH BLACK BELT ADVANCED PLAN	2008
SPANISH CONVERSATION AND GRAMMAR	2008
SPANISH FOR HEALTH CARE PROFESSIONALS	2009
SPANISH I	2008
SPANISH II PART 2	2009
SPANISH II PART I	2009
SPANISH INTERMEDIATE 1B	2009
SPCH 470 LISTENING	2008
SPECIAL TOPICS IN ACCOUNTING	2008
SPED EDUCATION 679 INDIVIDUAL RESEARCH	2009
SPEECH 108	2009
SPEED READING, RETENTION & COMPREHENSION COURSE	2009
SPEED SPANISH	2009
SPIRITUAL COACHING AND PRACTICES	2009
SPOKED WHEEL LACING	2008
STATICS	2009
STATISTICS 200	2008
STATISTICS	2008
STRATEGIC AND TRANSFORMATIONAL IT	2008
STRATEGIC TOURISM MARKETING	2009
STREET CRIMES PROGRAM	2008
STREET CRIMES SEMINAR	2008
STREET SURVIVAL SEMINAR	2008
STREET SURVIVAL TACTICAL EDGE SEMINAR	2008
STRENGTHENING PUBLIC POLICY AND PRACTICE	2008
STRESS MANAGEMENT	2009
STRUCTURAL I-IV	2009
STUDENT DEVELOPMENT	2008
STUDENT ORIENTATION	2009
SUBSTANCE ABUSE AND THE FAMILY	2008
SUPERVISORY MANAGEMENT	2008
SURVEY CRJU ADMIN	2009
SURVEY OF BIBLE LITERATURE	2008
SURVEY OF COLLEGE MATH	2009
SURVEY OF THE PERFORMING ARTS	2008
SWIFT WATER RESCUE TECHNICIAN	2008
SYMPOSIUM - CREATING HOME IN THE NURSING HOME: CULTURE CHANGE AND ENVIRONMENTAL REQUIREMENTS	2008
SYSTEM CONCEPTUAL DESIGN	2009
SYSTEMS ANALYSIS AND DESIGN	2009
T.A.C. TRAINING TACTICAL ARREST AND CONTROL	2009
TACTICAL ADVANCED COURSE (TAC-LGT-401)	2008
TACTICAL ADVANCED COURSE	2008
TACTICAL CARBINE OPTICS AND APPLICATIONS	2009
TACTICAL DRIVING	2008
TACTICAL EMERGENCY MEDICINE II ADVANCED COURSE	2008
TACTICAL EXPLOSIVE BREACHER	2008
TACTICAL FIREARMS COURSE	2009
TACTICAL MEDIC	2008
TACTICAL MEDICINE PROVIDER COURSE	2008
TACTICAL PISTOL MARKSMANSHIP	2009
TACTICAL PISTOL	2008
TACTICAL TRACKING	2008
TACTICAL URBAN CARBINE	2008
TAKING THE HIGH ROAD: ETHICAL ISSUES AND THE MULTIDISCIPLINARY TEAM	2008
TAXATION OF INDIVIDUALS	2008
TEAM SKILLS RESCUE WORKSHOP	2008
TECH. OF READING AND WRITING EN 101 - 441	2009
TECHNICAL WRITING	2008
TECHNIQUE OF READING AND WRITING	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
TECHNIQUES CHILD AND ADOLESCENT COUNSELING C 7460	2009
TECHNIQUES OF READING AND WRITING I	2008
TECHNIQUES OF READING AND WRITING	2008
TECHNOLOGY AND OPERATIONS MANAGEMENT	2009
TELEVISION STUDIO PRODUCTION	2009
TERRORISM AND U.S. NATIONAL SECURITY	2008
TERRY FLECK'S K9 LEGAL UPDATE	2009
THAI BOXING	2009
THANANTOLOGY 521- MOURNING AND PRINCIPLES OF COUNSELING THE BEREAVED	2009
THANANTOLOGY 525H- ETHICAL DECISIONS	2009
THE 2008 NATIONAL SUMMIT ON GANG VIOLENCE	2008
THE AGING PROCESS	2009
THE ARTS: A CREATIVE SYNTHESIS	2009
THE CHRISTIAN HOME	2009
THE COMMUNITY INTERPRETER	2008
THE COMUNITY AND FIRE THREAT	2009
THE HISTORY OF AMERICA	2008
THE INDIVIDUAL AND SOCIETY	2009
THE LAW OF ETHICS AND ELECTIONS	2009
THE MAGIC OF MINDFUL MOVEMENT	2008
THE MANAGER IN A TECHNOLOGICAL SOCIETY	2008
THE MARYLAND DRIVER INSTRUCTOR TRAINING CERTIFICATION	2008
THE REID TECHNIQUE OF INTERVIEWING AND INTERROGATION	2009
THE TREATMENT OF TRAUMATIZED CHILDREN: ENGAGING CHILDREN AND FAMILIES IN EFFECTIVE RECOVERY	2009
THE U.S. HEALTH CARE SYSTEM	2009
THE ULTIMATE SUPERVISOR	2009
THE WISE HEART AND THE MINDFUL BRAIN	2009
THE WISE HEART AND THE MINDFUL BRAIN: MEDITATION PRACTICES AND NEUROBIOLOGY	2009
THE WORLD IN THE 20TH CENTURY	2008
THEORIES OF COUNSELING	2008
THEORY AND PRACTICE OF LAW ENFORCEMENT	2009
THEORY AND PRINCIPLES OF COUNSELING	2008
THERAPEUTIC MASSAGE	2009
THIRD ANNUAL MARGIN GANG INFORMATION SHARING CONFERENCE	2009
THREE DAY BASIC ICE CLIMBING	2008
THREE DAY PISTOL/TWO DAY CARBINE	2008
TMAN 633: MANAGING PEOPLE IN TECHNOLOGY-BASED ORGANIZATIONS (3)	2008
TOTAL EMERSION SPANISH LANGUAGE CLASS	2009
TOTAL REWARDS MANAGEMENT SEMINAR	2009
TOURISM ASSESSMENT & DEVELOPMENT	2009
TRAFFIC AND PUBLIC SAFETY	2008
TRAFFIC PROCEDURES	2008
TRAINING AND DEVELOPMENT BOS- 3751	2008
TRAINING AND DEVELOPMENT	2009
TRAINING/CONFERENCE: 2008 PSYCHOTHERAPY NETWORKER SYMPOSIUM	2008
TRANSFORMING CLIENT RESISTANCE AND ANGER	2008
TRANSITIONS IN PROFESSIONAL NURSING (NR 351)	2008
TRANSPORTATION DISASTER RESPONSE	2009
TRANSPORTATION MGT SYST (TRSP-610)	2009
TUBERCULIN SKIN TESTING XH 570 7174 COURSE# 4841	2008
TUBERCULIN SKIN TESTING	2008
TUTOR LED MANAGEMENT SYSTEMS	2008
UC TAC -404 UNDERCOVER CARRY	2009
UC TAC-404 UNDERCOVER CARRY	2009
UCSP 521 ECONOMICS	2008
UNDERCOVER CARRY (UC TAC-404)	2008
UNDERCOVER CARRY	2008
UNDERSTANDING ANXIETY - NEW DEVELOPMENTS IN EVIDENCE BASED TREATMENT	2008
UNITED STATES COAST GUARD MASTER'S UPGRADE	2008
URBAN TRACKING AND AGRSSION CONTROL, AND A OBEEDIENCE K-9 SEMINAR	2008
US HISTORY SINCE 1900	2008
US INTELLIGENCE COMMUNITY	2009
US LATINO	2009
USING THE EXPRESSIVE ARTS AS POWERFUL THERAPEUTIC TOOLS	2008
VICTIM AND CRIMINAL JUSTICE	2008
VISTA FORENSICS AND RAM ANALYSIS	2008
WATERSHED PLANNING MANAGEMENT	2008
WEB DESIGN	2008
WEB PAGE DESIGN II	2008
WELDING FUNDAMENTALS	2008
WESTERN CIVILIZATION 2	2008
WESTERN CIVILIZATION AND PREMODERN WORLD	2009

List of Approved Courses for FY08 and FY09

Approved Course	Fiscal Year
WESTERN CIVILIZATION I	2009
WHAT THE SCIENTIFIC LITERATURE HAS TO REVEAL ABOUT OUR DRUG-BASED PARADIGM OF CARE	2009
WHAT TO STUDY;HOW TO STUDY AND HOW TO TAKE THE SOCIAL WORK LISCENSURE EXAM	2008
WINNING STRATEGIES FOR DOING BUSINESS WITH THE GOVERNMENT	2008
WIRELESS TELECOMMUNICATION SYSTEM	2009
WOMEN AND MINORITIES.	2008
WOMEN'S HEALTH	2008
WOMEN'S STUDIES	2008
WORKERS' COMPENSATION LAW	2009
WORKPLACE ETHICS	2008
WORLD CULTURES- CONTEMPORARY AFRICA	2009
WORLD HISTORY II 116	2009
WRITING CLASS	2009
WRITING FOR TECHNOLOGY AND BUSINESS	2008
WRITTEN COMMUNICATION	2008
WRTG 101, INTRODUCTION TO WRITING	2009
WRTG 291 EXPOSITORY AND RESEARCH WRITING	2008
WRTG 391 ADVANCED EXPOSITORY AND RESEARCH WRITING	2008
WRTG 394X BUSINESS WRITING	2009
YOGA, THERAPY, SPIRITUALTY, AND AGING	2009
YOUTH WORK	2009

List of Disapproved/Cancelled courses for FY08 and FY09

Disapproved/Cancelled Courses	Fiscal Year
17TH ANNUAL MARKLE SYMPOSIUM	2008
2008 ANNUAL CONFERENCE	2009
2008 CONFERENCE ON DIFFERENTIAL RESPONSE IN CHILD WELFARE	2009
20TH ANNUAL GANG INFORMATION SHARING CONFERENCE	2008
299SG EVIDENCE BASED INTERVENTIONS FOR CHILDREN AND ADOLESCENTS	2009
3RD ANNUAL MARGIN CONFERENCE	2009
406 ENHANCING YOUR ABILITY TO WORK WITH THE LATIN AMERICAN IMMIGRANT COMMUNITY	2008
8TH UCLA CONFERENCE ON PUBLIC HEALTH AND DISASTERS	2009
ACCOUNTING FOR DECISION MAKING	2008
ACCOUNTING I	2008
ACCOUNTING INFORMATION SYSTEMS	2009
ACCOUNTING	2009
ACTIVE SHOOTER TRAINING	2009
ACTIVE SHOOTER/OFFICER SURVIVAL	2009
ACTIVE THREAT RESPONSE	2008
ADMIN OF JUSTICE	2009
ADMINISTRATIVE LAW	2008
ADVANCED NARCOTICS INVESTIGATIONS	2009
ADVANCED TACTICAL FLASHLIGHT TRAINING COURSE TAC-LT-401	2009
ADVANCED TACTICAL RIFLE TRAINING COURSE	2008
AFRICAN AMERICAN HISTORY	2008
AIKIDO	2009
ALGEBRA	2008
AMBA 600: MBA FUNDAMENTALS	2009
AMERICAN CIVIL PROCEDURE	2009
AMERICAN GOVERNMENT I	2008
ANCIENT AND MEDIEVAL HISTORY	2008
ANNUAL GANG INFORMATION SHARING CONFERENCE	2008
ANNUAL MARKLE SYMPOSIUM	2008
ASP.NET LEVEL I	2008
ASP.NET LEVEL II	2008
ASSESSING MENTAL HEALTH STATUS OF OLDER ADULTS	2008
BASIC ALGEBRA	2008
BASIC AND INTERMEDIATE TACTICAL FLASHLIGHT TRAINING	2008
BASIC ANTI-TERROR TRAINING FOR LAW ENFORCEMENT	2009
BASIC BARBELL CERTIFICATION	2009
BASIC ENGLISH I	2008
BASIC FITNESS	2008
BASIC NARCOTICS AND UNDERCOVER INVESTIGATIONS	2009
BASIC TACTICAL FLIGHT TRAINING	2009
BATTLE CONFERENCE	2008
BEGINNING ITALIAN	2009
BIOLOGY 102 LAB	2008
BIOLOGY 102	2008
BIOLOGY 107	2008
BLACK AND WHITE MATERIAL PROCESSES	2009
BMGT 110, INTRODUCTION TO BUSINESS AND MANAGEMENT	2009
BRAZILIAN JIU-JITSU	2009
BRAZILIAN JU JITSU	2009
BUSINESS ADMINISTRATION	2009
BUSINESS COMMUNICATIONS	2009
BUSINESS DISTRICT MANAGEMENT CERTIFICATION: AN INTRODUCTION	2008
BUSINESS DISTRICT STRATEGIC PLANNING & MANAGEMENT-DECISION MAKING & ECON. DEVELOPMENT FINANCE	2008
BUSINESS MANAGEMENT	2009
CALCULUS II	2008
CASCADING STYLE SHEET I	2009
CASCADING STYLE SHEET II	2009
CERTIFICATION FOR PROFESSIONAL BOOKKEEPERS	2009
CERTIFICATION KRAV MAGA	2009
CHEMISTRY 102 LAB	2008
CHEMISTRY 102	2008
CHILD INJURY PREVENTION CONFERENCE	2009
CLINICAL SUPERVISION	2008
COLD CASE HOMICIDE INVESTIGATION	2008
COLLISION RECONSTRUCTION INVESTIGATION	2008
COLT ARMORER SCHOOL	2008
COMBATIVES, SELF DEFENSE, WEAPONS DEFENSE	2009
COMMUNITY INTERPRETER & MEDICAL TERMINOLOGY	2008
COMPASSION FATIGUE AND ETHICS IN MENTAL HEALTH WORK	2008

List of Disapproved/Cancelled courses for FY08 and FY09

Disapproved/Cancelled Courses	Fiscal Year
COMPUTER FOR BUSINESS MANAGEMENT / EXCEL II	2009
COMPUTER FOR BUSINESS MANAGEMENT EXCEL I	2009
COMPUTER USE AND MANAGEMENT	2009
COMPUTERS USE AND MANAGEMENT / EXCEL III	2009
COMPUTERS USE AND MANAGEMENT	2008
COMPUTING INFORMATION TECH	2008
CONCEALED CARRY	2009
CONCEALED CARRY/ UNDERCOVER CARRY AND SECONDARY FIREARMS TRAINING	2008
CONFERENCE ON CHILD ABUSE AND NEGLECT	2009
CONTEMPORARY FIGHTING ARTS	2008
CONTEMPORARY MORAL ISSUES	2008
CONTRACT LAW	2009
CORRECTIONS OFFICER CARRYING CONCEALED	2009
COSMOTOLOGY	2008
COUNSELING	2009
CRASH PROGRAM COURSE LEVEL I- XI	2008
CRIMINAL LAW IN ACTION	2008
CRIMINAL LAW	2009
CRIMINOLOGY	2009
CRITICAL CARE EMERGENCY MEDICAL TRANSPORT PROGRAM	2009
CRITICISM OF LITERATURE FOR CHILDREN: A VARIETY OF APPROACHES	2008
CULTURAL AND HISTORICAL TRAUMA	2008
CULTURAL DIVERSITY TRIP- WORKING WITH FAMILIES WITH ALCOHOLISM, DEPRESSION HIGH SUICIDE RATES.	2009
CUSTOM TACTICAL HANDGUN	2008
CUSTOMER SERVICE MANAGEMENT	2008
DEATH INVESTIGATION	2008
DECISION MAKING AT MULTIPLE ALARM FIRES	2008
DEFENSIVE TACTICS INSTRUCTOR COURSE	2009
DEFENSIVE TACTICS	2008
DIALECTICAL BEHAVIOR THERAPY FOR CHILDREN AND ADOLESCENTS WITH EMOTIONAL DYSREGULATION	2008
DIGITAL CAMERA BASICS	2009
DISASTER RECOVERY	2008
DRIVER EDUCATION INSTRUCTOR CERTIFICATION COURSE	2008
DRUG AND LIFESTYLE WELLNESS	2008
DRUG ENFORCEMENT TACTICS FOR THE PATROL OFFICER	2009
DYNAMICS OF INDIVIDUALS AND GROUPS AT WORK	2008
ED .863.526 (71) INTRODUCTION TO PLAY THERAPY WITH CHILDREN	2009
EDCP 190-6964	2008
EFFECTIVE SUPERVISION IN AGENCY SETTINGS	2008
ELECTRICAL SYSTEMS, CODE & THEORY	2009
ELEMENTARY ALGEBRA	2009
EMBRACING IMPERFECTION	2008
EMBRACING IMPERFECTION:	2008
EMDR AND EMDR RELATED TECHNIQUES FOR EFFECTIVE TRAUMA TREATMENT	2009
EMDR EXTENDED TRAINING	2009
EMERGENCY ACTION AND FIRE PREVENTION	2008
EMERGENCY MANAGEMENT	2008
EMERGENCY MEDICAL TECHNICIAN-BASIC 1	2008
EMERGENCY PLANNING IS-00235	2008
EMERGENCY STRUCTURAL COLLAPSE	2009
EMS TODAY CONFERENCE	2008
ENFP 627 SMOKE DETECTION/MANAGEMENT	2008
ENGLISH 101	2009
ENGLISH 101A, TECH OF RDNG & WRTG	2009
ENGLISH	2009
ENVIRONMENTAL CHANGE AND SUSTAINABILITY	2009
ES100-INTRODUCTION TO ENGINEERING DESIGN	2009
ETHICAL DILEMMAS AND BOUNDARY ISSUES IN MENTAL HEALTH WORK	2008
ETHICS AND THE ADMINISTRATION OF JUSTICE	2008
EXECUTIVE PROTECTION TRAINING PROGRAM	2008
EXPOSITORY AND RESEARCH WRITING	2008
FEELING GOOD NOW: NEW RAPID RECOVERY TECHNIQUES FOR DEPRESSION AND LOW SELF-ESTEEM	2008
FEES	2008
FINANCIAL DECISION MAKING	2008
FIRE APPARATUS ENGINEER: TRUCK COMPANY OPERATIONS	2009
FIRE COMPANY OFFICER 1	2008
FIRE HOUSE WORLD EXPOSITION AND CONFERENCE	2009
FIRE PERSONAL MANAGEMENT	2008
FIRE RESCUE DEFENSIVE TACTICS	2009

List of Disapproved/Cancelled courses for FY08 and FY09

Disapproved/Cancelled Courses	Fiscal Year
FIRE RESCUE THREAT AWARENESS AND DEFENSIVE TACTICS	2008
FIRST YEAR SEMINAR	2009
FORCES INFLUENCING BUSINESS IN THE 21ST CENTURY MBA/501	2008
FORENSIC FIRE INVESTIGATION	2009
FORENSIC SOCIAL WORKERS AND ALTERNATIVE SENTENCING:	2008
FOUNDATION OF EFFECTIVE TEACHING	2008
FOUNDATIONS OF HIGHER EDUCATION	2009
FOUNDATIONS OF MANAGEMENT THEORY AND STRATEGIC THINKING	2008
FRENCH 102	2008
FRENCH, PART I	2009
FSCN302 - FIRE & EMERGENCY SERVICES ADMINISTRATION	2008
GANG CONFERENCE	2009
GANG INFORMATION	2008
GENERAL PSYCHOLOGY	2009
GEOGRAPHY 261	2008
GERO 100, INTRODUCTION TO GERONTOLOGY	2008
GLOCK ARMORER'S COURSE	2009
GRANT WRITING BOOT CAMP	2008
GRE PREPARATION	2008
GROUND CONTROL/PERSONAL DEFENSE SYSTEM	2009
HEALTH	2009
HIDDEN COMPARTMENTS AND DRUG STASH DETECTION COURSE:	2009
HIGH IMPACT SUPERVISION	2008
HISTORY OF ELECTIONS I	2009
HISTORY OF ELECTIONS II	2009
HOOF TRIMMING SEMINAR	2009
HOW TO SUBMIT A WINNING MOBIS PROPOSAL	2008
HUMAN ANATOMY AND PHYSIOLOGY II	2009
HUMAN ANATOMY AND PHYSIOLOGY LAB	2009
HUMAN HEALTH CARE	2008
HUMANITIES INFORMATION	2008
HUMBLE THUNDER	2008
INDEPENDENT STUDY	2009
INFA 660 SECURITY POLICY, ETHICS, AND THE LEGAL ENVIRONMENT	2009
INFORMATION TECHNOLOGY	2008
INFORMATION MANAGEMENT & TECHNOLOGY IN ELECTION & VOTER REGISTRATION	2009
INSTRUMENT PILOT COURSE	2009
INTENSIVE ACCREDITATION TRAINING #404-A	2008
INTERCULTURAL COMMUNICATION AND LEADERSHIP	2008
INTERMEDIATE ACCOUNTING I	2008
INTERMEDIATE ACCOUNTING	2009
INTERMEDIATE ALGEBRA	2008
INTERMEDIATE PROGRESSIVE LEARNING PACKAGE	2008
INTERNATIONAL ACCOUNTING	2009
INTERNATIONAL LATINO GANG INVESTIGATOR ASSOCIATION SCHOOL	2009
INTERNATIONAL LATINO GANG INVESTIGATORS ASSOCIATION-FALL TRAINING SEMINAR	2009
INTRO TO SOCIOLOGY	2008
INTRO/CRITICAL COMP.	2008
INTRODUCTION TO BIOLOGY (SS100)	2008
INTRODUCTION TO BUSINESS	2008
INTRODUCTION TO COMPUTER APPLICATION	2009
INTRODUCTION TO CRIMINAL JUSTICE	2008
INTRODUCTION TO ELECTION ADMINISTRATION	2009
INTRODUCTION TO GEOGRAPHY (SS111)	2008
INTRODUCTION TO LAW	2009
INTRODUCTION TO MARKETING	2008
INTRODUCTION TO PSYCHOLOGY	2008
INTRODUCTION TO SOCIOLOGY	2009
INTRODUCTION TO THE 8TH EDITION	2008
INVESTIGATING COMPUTER FACILITATED CRIMES AGAINST CHILDREN	2009
ISSUES IN ACCOUNTING PRACTICE	2009
JIU JITSU MARTIAL ARTS	2009
JUI JITSU MARTIAL ARTS	2009
JUIJITSU/DEFENSIVE TACTICS	2009
JUVENILE DELINQUENCY CRJU 223	2008
KETTLEBELL WORKSHOP: KB 101	2009
KRAV MAGA COMBATIVES, CONTROL TECHNIQUES, AND HANDCUFFING	2008
KRAV MAGA LAW ENFORCEMENT INSTRUCTOR COURSE	2009
KRAV MAGA LAW ENFORCEMENT INSTRUCTORS COURSE	2009

List of Disapproved/Cancelled courses for FY08 and FY09

Disapproved/Cancelled Courses	Fiscal Year
LABOR RELATIONS	2008
LAND UNSE MANAGEMENT	2009
LARW	2009
LEADERSHIP DEVELOPMENT AND TEAM BUILDING	2009
LEARNING-ANALYSIS-AND-PLANNING	2009
LIBS 150-INFORMATION AND LIBRARY SCIENCE	2009
MA182 -CALCULUS II	2009
MACRO ECONOMICS	2009
MANAGEMENT AND ORGANIZATION THEORY	2008
MANAGEMENT CONCEPTS IN ELECTION	2009
MANGEMENT 615	2008
MARGIN CONFERENCE	2008
MARKETING	2008
MARTIAL ARTS TRAINING	2008
MARTIAL ARTS	2009
MATHEMATICS	2008
MEDICAL INSURANCE BILLINGS	2008
MGMT 650 RESEARCH METHODS FOR MANAGERS	2009
MPCTC BASIC INSTRUCTOR CERTIFICATION	2008
MULTIPLE COURSES ON DIFFERENT K-9 TACTICS	2008
MVA DRIVER EDUCATION INSTRUCTOR CLASS	2009
NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS CONFERENCE	2009
NATIONAL RECREATION, PARKS ASSOCIATION ANNUAL CONFERENCE	2009
NEUROLOGICAL EMERGENCIES: DIAGNOSTICS, TREATMENTS, COMPLICATIONS	2008
NURS G700 THEORETICAL PERSPECTIVES IN NURSING	2009
NURS G704 ADVANCED ROLE INTEGRATION	2009
NURSING 217	2008
NURSING ASSISTANT	2009
OLYMPIC LIFTING CERTIFICATION	2009
OPERATING SYSTEMS	2008
ORAL HISTORY	2008
ORGANIZATIONAL THEORY AND BEHAVIOR	2009
ORIGINS IN CHILDREN'S LITERATURE	2008
PAYROLLING IMPAIRED CROSSROADS OF AMERICA	2009
PEDIATRIC & NEONATAL CRITICAL CARE TRANSPORT PROGRAM & NEONATAL RESUSCITATION PROGRAM	2009
PERFORMANCE AND QUALITY IMPROVEMENT #404-Q	2008
PERSONAL DEFENSE SYSTEMS	2009
PHOTOSHOP	2009
PHYSICS 161	2008
PHYSIOLOGY OF EXERCISE	2008
PIPING SESSIONS	2008
PLANNING & BUDGETING FOR VOTER REGISTRATION AND ELECTION ADMINISTRATION	2009
POLICE DEFENSIVE TACTICS	2009
POLICE SHOOTOUT (COURSE # LETAC-601)	2009
POLITICAL SCIENCE	2009
POSTMODERNIST LITERATURE A	2008
PRE ALGEBRA 090	2009
PRE ALGEBRA	2008
PRINCIPLES AND STRATEGIES OF SUCCESSFUL LEARNING	2008
PRINCIPLES OF ADVERTISING	2009
PRINCIPLES OF BUSINESS	2008
PRIVATE PILOT CERTIFICATE	2009
PROACTIVE INTERDCITION	2009
PROACTIVE INTERDICTION	2009
PROBLEM SOLVING FOR MANAGERS	2009
PROGRAMMING.NET I	2008
PROGRAMMING.NET II	2008
PROJECT MANAGEMENT	2008
PSYCHOLOGY 100- INTRODUCTION TO PSYCHOLOGY	2009
PSYCHOLOGY 102	2008
PSYCHOLOGY OF DISASTERS	2009
READING & WRITING 4	2009
RELIGION AND CULTURE	2009
REPORT WRITING	2009
RESCUING TRAPPED FIREFIGHTERS	2009
RESPIRATORY PROTECTION PROGRAM DEVELOPMENT	2008
RICO	2008
SECURITY MANAGEMENT	2008
SELF RESCUE COURSE	2009

List of Disapproved/Cancelled courses for FY08 and FY09

Disapproved/Cancelled Courses	Fiscal Year
SOCIAL WORK 480	2008
SOCIAL WORK 481	2008
SOCIAL WORK LICENSE EXAM PREP COURSE	2008
SOCIOLOGY	2008
SPANISH 103	2008
SPANISH FOR HEALTH CARE PROFESSIONALS	2008
SPANISH I	2008
SPANISH II	2009
SPANISH III	2009
SPANISH SUPERIOR LEVEL	2009
SPEECH	2009
SPIRITUAL COACHING AND MINISTRY	2009
SPIRITUAL PRESENCE IN PRACTICE	2008
STAKEHOLDER ENGAGEMENT IN BUSINESS DISTRICT MANAGEMENT	2008
STRATEGIES FOR TREATING ADDICTION AND CRIMINAL BEHAVIOR	2008
STREET CRIMES PROGRAM	2008
STREET CRIMES SEMINAR	2008
SUPERVISORY MANAGEMENT	2009
SURVEY OF COLLEGE MATH	2009
SURVEY RESEARCH AND EVALUATION FOR MANAGING BUSINESS DISTRICTS	2008
SWIFT WATER RESCUE TECHNICIAN	2008
SYSTEM ANALYSIS AND DESIGN	2009
TACTICAL ADVANCED COURSE	2008
TACTICAL CARBINE OPTICS AND APPLICATIONS	2009
TACTICAL PISTOL	2009
THAI BOXING	2009
THE CORRECTIONS CERTIFICATION PROGRAM	2009
THE EXPANDING GEOGRAPHY OF MILITANT JIHAD	2009
THE FRANCES GLESSNER LEE HOMICIDE SEMINAR	2008
THE INSTITUTE FOR ADVANCED PSYCHOTHERAPY	2009
THE MARYLAND DRIVER INSTRUCTOR TRAINING CERTIFICATION	2009
THE REVISED SECOND EDITION ASAM PLACEMENT CRITERIA	2008
THE TOTAL REWARDS APPROACH TO COMPENSATION	2009
THIRD ANNUAL MARGIN GANG	2009
TOASTMASTERS INTERNATIONAL CONVENTION	2008
TRAINING AND DEVELOPMENT	2008
TRANSFORMATIONAL LEADERSHIP AND INNOVATION	2008
TRANSFORMATIONAL LEADERSHIP	2008
TRANSGENDER COMPETENCE IN FOSTER AND ADOPTIVE PARENTING SERVICES	2008
TRAUMA CERTIFICATE PROGRAM	2009
TRAUMA TREATMENT: WHAT WORKS AND WHY	2009
TREATING THE FORGOTTEN YOUTH: CHILDREN AND ADOLESCENTS WITH SEXUAL BEHAVIOR PROBLEMS	2008
TRENCH RESCUE TECHNICIAN	2008
TYPOGRAPHY FORM AND FUNCTION	2008
UC TAC -404 UNDERCOVER CARRY	2009
UC TAC-404 UNDERCOVER CARRY	2009
UNDERCOVER CARRY (UC TAC-404)	2008
UNDERCOVER CARRY	2008
VIRGINIA HAZ MAT CONFERENCE	2009
VISUAL VERBAL RHETORIC	2008
WATERSHED MANAGEMENT AND PLANNING	2009
WEB PAGE DEVELOPMENT WITH XHTML PART II	2009
WEB SITE DEVELOPMENT WITH XHTML PART I	2009
WINNING STRATEGIES FOR DOING BUSINESS WITH THE GOVERNMENT	2008
WRITING CLASS	2009
WRITING WORKSHOP	2008
WRT004: HOW TO WRITE SUCCESSFUL GRANT APPLICATIONS	2009
Note: This list includes cancelled and disapproved courses.	

Attachment E

History of Use of Tuition Assistance Benefit by Bargaining Unit

Tuition Assistance by BU Report - FY 2005

Bargaining Unit	Total		
	All Applications	Approved Applications	
		Count	Cost
FOP	180	175	\$139,065.96
MCFFC	95	88	\$43,716.52
MCGEO	366	343	\$204,276.31
Unrepresented	142	136	\$89,392.90
Grand Total	783	742	\$476,451.75

Tuition Assistance by BU Report - FY 2006

Bargaining Unit	Total		
	All Applications	Approved Applications	
		Count	Cost
VOLUNTEER FIRE RESCUE	5	5	\$4,884.28
FOP	158	153	\$132,634.19
MCFFC	82	77	\$50,043.57
MCGEO	417	393	\$248,619.70
Unrepresented	107	103	\$82,921.46
Grand Total	769	731	\$519,103.20

9%

Tuition Assistance by BU Report - FY 2007

Bargaining Unit	Total		
	All Applications	Approved Applications	
		Count	Cost
VOLUNTEER FIRE RESCUE	22	22	\$20,530.65
FOP	260	242	\$215,256.16
MCFFC	99	94	\$69,953.93
MCGEO	423	403	\$264,983.60
Unrepresented	115	106	\$80,207.50
Grand Total	919	867	\$650,931.84

25%

Tuition Assistance by BU Report - FY 2008

Bargaining Unit	Total		
	All Applications	Approved Applications	
		Count	Cost
VOLUNTEER FIRE RESCUE	40	34	\$28,934.60
FOP	383	324	\$340,386.51
MCFFC	103	87	\$71,266.45
MCGEO	303	248	\$209,806.79
Unrepresented	120	102	\$86,038.60
Grand Total	949	795	\$736,432.95

13%

Tuition Assistance by BU Report - FY 2009

Bargaining Unit	Total		
	All Applications	Approved Applications	
		Count	Cost
VOLUNTEER FIRE RESCUE	55	47	\$51,726.50
FOP	498	420	\$454,455.32
MCFFC	93	69	\$58,569.13
MCGEO	380	306	\$321,766.45
Unrepresented	111	95	\$96,336.31
Grand Total	1137	937	\$982,853.71

33%