



# Career Enrichment Week: FAQ's

## How do I register for courses during Career Enrichment Week?

- \* You can register via the link that will be sent through HR News or access at any time on the Human Resources website at <http://www.taftcollege.edu/human-resources/human-resources/professional-growth/>

## Am I eligible for Professional Growth Credit for attending these classes?

- \* Yes. Classified and Confidential employees are eligible to receive 1 unit of credit for every 8 hours of training.

## What do I have to provide to receive my Professional Growth Credit?

- \* You will be required to turn in a short summary of what you learned for each course you complete. You will need to include the name of the course and date/time that you attended. Summaries should be emailed to [HRdept@taftcollege.edu](mailto:HRdept@taftcollege.edu).

## I am a part-time employee. Will I receive extra hours for training I take outside my normal work hours?

- \* No. Participation in Career Enrichment Week is voluntary. As such, you are not eligible for extra hours or over time for attending any of the training offered.

## How do I schedule training with my manager?

- \* You are responsible for communicating with your manager on the training, including dates/times, you are taking. To ensure that all staff have an opportunity to attend, and that the District still has staff available to support students, courses are offered at multiple times throughout Career Enrichment Week.

## I have a question that isn't covered above. Who can I contact for assistance?

- \* Please contact a member of Human Resources with any additional questions.