

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: **A-424-Revised**

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DATE: September 12, 2008

**SUBJECT: TRAINING OF NON-INSTRUCTIONAL PERSONNEL
THROUGH CTACE**

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I. GENERAL

The School Board of Broward County, Florida full-time and part-time employees require a wide variety of training each year in order to update their skills in their current positions. Local funding for this type of training has been very limited even though periodic training to update skills is a state requirement for personnel such as bus drivers, food service workers, facility service personnel and alike.

It has been determined that Florida Education Finance Program (FEFP) funds may be used for this type of training through career and technical education programs specifically designed for these employees. This provides a mechanism for the School Board to generate state FEFP dollars while increasing the skills of its employees.

Only district approved career and technical educational programs can qualify to be categorized under this program.

II. PROCEDURE:

The Human Resource Development Division (HRD) will work with other District departments in the coordination and placement of employees authorized to receive career and technical training. The Career, Technical & Adult/Community Education Department (CTACE), working closely with the Human Resource Development Division (HRD), will participate in curriculum development and approve curriculum before implementation.

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II. **PROCEDURE:** (continued)

Employees will register through the Employee Self-Service (ESS) Registration System. Personnel being considered for employment and/or new employees not yet assigned a personnel number are to establish an account and register as an external participants via External Self Service (ESS). SBBC employees who have an External Self Service account will have their account and inservice record transferred into SBBC’s personnel record system. The ESS Registration System is the only means of enrollment.

III. **FEES AND OTHER COSTS:**

- A. **Registration Fees** - Registration Fees will be waived for employees enrolled in training programs authorized by Non-instructional Staffing and Human Resource Development Division.
- B. **PAVE Fees** - Post-Secondary Adult Vocational Education (PAVE) Fees will continue to be charged; however, these fees will be funded from the FEFP funds generated. Students are required to complete the “CTACE Workforce Education Registration Application” and present completed forms to the instructor conducting the class. The following procedures have been designed to account for these monies.

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III. **FEES AND OTHER COSTS:** (continued)

1. **School's and Center's Responsibilities**

- a. A list of eligible personnel “students” will be furnished to the school holding the class.
- b. Students are required to complete the “CTACE Workforce Education Registration Application” and present completed forms to the instructor conducting the class. The collected “CTACE Workforce Education Registration Application” is to be forwarded to the registrar for processing.
- c. A "Board Paid Inservice Training" transmittal form will be prepared by the school and sent to the Accounting Department per normal procedure for those employees participating in this training. This form will be completed and transmitted on a monthly basis and only when there is activity for that month. No monies will be sent with this transmittal since PAVE fees will be charged to the School's/Center's Inservice Training budget. (Function xxxx, object xxxx in the Account Element).

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III. FEES AND OTHER COSTS:

1. School's and Center's Responsibilities (continued)

The proper instructional function is to be determined by the school and recorded on the transmittal along with the correct categorization of the proper revenue account xxxx "PAVE Fees - Job Preparatory" or xxxx "PAVE Fees - Job Supplemental" in the Account Element. The instructional functions must be consistent with the FTE category.

- d. A budget transfer must be submitted to the Accounting Department transferring the total PAVE fees from the function recorded on the transmittal to function xxxx "Non-instructional Inservice Training" in the Account Element.
- e. The list of those students registered must remain at the school along with a copy of the transmittal. A copy of the transmittal must also be sent to CTACE.

2. Accounting Department's Responsibilities

- a. The Accounting Department will receive the original "Board Paid Inservice Training" transmittal from the Schools/Centers for the month.
- b. There will be no check to deposit since these fees will be charged to the School's/Center's budget.

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III. **FEES AND OTHER COSTS:**

2. **Accounting Department's Responsibilities** (continued)

- c. The Accounting Department will record the revenue in accounts xxxx, "PAVE Fees-Job Preparatory" or xxxx, "PAVE Fees-Job Supplemental" in the Account Element and will charge the School's/Center's Non-instructional Inservice Training, function xxxx in the Account Element, for the total PAVE fees. The object code to be charged is xxxx, Professional Dues and Registration Fees.
- d. The Accounting Department will receive the budget transfer from the Schools/Centers, initial, and forward to the Budget Office.

3. **Budget Office Responsibilities**

The Budget Office, upon receiving the Budget transfer from the Accounting Department shall adjust the Schools/Center's operating budget in the function and the object as specified.

C. Books and Other Supplies:

These items will be provided by the District when required and funded by the above process.

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