



Charles Goan/ADMIN/EXT/UTIA
Sent by: Brenda K Voiles/SECY/ADMIN/EXT/UTIA

To (EXT - All Extension)
cc
bcc
Subject UT Extension Non-Exempt Career Development Program

05/03/2007 02:42 PM

History: This message has been replied to.

To: University of Tennessee Extension Personnel
From: Charles Goan
Interim Dean
Subject: University of Tennessee Extension Non-Exempt Career Development Program
Date: May 3, 2007

I am pleased to announce that effective May 1, 2007, UT Extension will provide funding for a non-exempt career development program. This program is for non-exempt staff who have not yet completed the Certified Professional Secretary (CPS) certification. Attached you will find:

- Description and Guidelines for the Program
- Application for Pre-approval of Reimbursement
- Reimbursement Request Form

Please let us know if you have any questions. I hope our non-exempt staff will take advantage of the opportunity to participate in this new program.



cps development program guidelines.wpd



The University of Tennessee Extension CPS CareerDevelopment Application.pdf



The University of Tennessee Extension CPS CareerDevelopment Fund Reimbursement Request.pdf

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