

POST Misdemeanor Probation Officer Training Funding Request



Training requests should be routed from the Agency Director to the Secretary of the Misdemeanor Probation Training Council to be reviewed during the regularly scheduled quarterly MTC meeting. Requests must be received no later than two weeks prior to the scheduled quarterly council meeting for review.

If funding from the Misdemeanor Officer Training Fund is approved by the council, the agency will be reimbursed for the amount approved by the council after training has been completed. The receiving agency will need to send a copy of the invoice for the training along with a copy of this form and proof of attendance to POST in order to initiate reimbursement. Failure to provide required documents may result in denial of reimbursement.

Applicant Information

Sponsoring Agency Agency Probation Director

Mailing Address Email

Phone Number

Training / Course Information

Course Name Course Location

Course Dates Course Instructor Course Information Included

Total Cost to Providing Training Total Reimbursement Requested (if different from Total Cost)

Were participants charged a registration fee

Yes

No

If yes, amount of registration fee

Please use the space below to explain the reason/benefit of course attendance and employee development applicability:

Agency Approval

Agency Head Name

Agency Head Signature

Date

Misdemeanor Training Council Use Only

Request Received Date

MTC Review Date

MTC Action

Amount approved for
reimbursement to agency:

Approved

Partially approved

Denied

MTC Chairperson Signature

Date