



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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APPROVED BY: Original Signed by ROBERTO QUIROZ Director	SUPERSEDES 206 01/11/82	ORIGINAL ISSUE DATE 01/11/82	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines and Department of Mental Health (DMH) policy regarding continuing education of DMH staff.

DESCRIPTIONS:

- 2.1 Continuing education is defined as those training activities with the purpose of developing new skills and knowledge or broadening and/or enhancing existing skills and knowledge of a given profession. It may be provided by the DMH Training Division or other providers. Some conference, workshops and professional organization meetings meet this definition.

POLICY

- 3.1 The DMH shall support staff in pursuing continuing education in order to promote and encourage the upgrading of skills and knowledge for the effective delivery of mental health services.
- 3.2 Continuing education time may be granted at the discretion of the Deputy Director to staff on an individual case basis and in accordance with existing Civil Service Rules. The amount of time spent on continuing education will continue to be regulated by management and will reflect program needs as well as requirements of external accrediting and licensing regulations.
- 3.3 Up to 40 hours per year/per employee may be allowed. Continuing education permission beyond 40 hours per year requires permission from the Director of the Department. A request for time off for continuing education is not deemed automatic, but rather is to be judged according to the anticipated benefit to the Department.

PROCEDURES

- 4.1 Requests for continuing education must be submitted to and approved by the appropriate levels of management prior to the employee participating in continuing education programs.



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4.2 All authorizations must be obtained with sufficient lead time to allow supervisors to adjust work schedules.

AUTHORITY Department of Mental Health Policy