

Continuing Education Requirements

MAPP has implemented a Continuing Education Program to promote ongoing personal and professional development. All salaried MAPP employees are required to participate in the Continuing Education Program. MAPP will cover the expense of classes required in order to achieve the required credits.

Outlined below are the requirements, rules, and examples of potential participation for specific credits.

- I. 1 CE credit = 1.5 hours spent during business hours; 45 minutes outside business hours

- II. 10 credits required annually

TECHNOLOGY	PERSONAL ENRICH	COMMUNITY SERVICE	JOB SPECIFIC	MISC. CREDITS (TECH, CS OR JS)	CARRY OVER TO NEXT YEAR (OPTIONAL)
0 0	0	0	0	0 0 0 0 0	0 0 0 0 0

III. Explanation of Credits

a. Technology: 2 credits

- i. In order for a CE Credit to fall in the technology category, it must involve a computer application, i.e. classes covering Microsoft Office Programs, applicable MAPP software (Primavera, Timberline, etc.)

b. Personal Enrichment: 1 credit (maximum)

- i. You are allowed a MAXIMUM of 1 personal enrichment credit per calendar year, regardless of the time involved in completing the activity. Any activity that you feel enriches your personal life can be counted in this category, i.e. watching a movie, exercising, going to church, spending time with family, etc.

IV.

- a. Community Service: 1 credit
 - i. MAPP is heavily involved in activities in the community including United Way, food banks, blood drives, etc. Any activity where you donate your time, energy, or money is considered community service. Examples include donating clothes to Goodwill, donating food to a food drive, volunteering time at a church, helping elderly neighbors with chores, etc.
- b. Job Specific: 1 credit
 - i. This category is intended to help aid your performance as a MAPP Employee. In addition to optional training during business hours approved by your supervisor, MAPP offers an afterhours (not compensated) training class each month for these types of credits. Past MAPP classes have included topics on CPR/First Aid, Business Professionalism, Logic, Safety Training, Scheduling, etc.
- c. Optional Category (a, c, or d): 5 credits
 - i. This category basically catches the “overflow” from credits that are part of technology, community service, or job specific categories. For example, if you participate in a MAPP class that is worth 2 job specific credits, one credit would be placed in the JS blank and the other in the MISC blank.

You are allowed to carry over up to a maximum of 5 credits into the next calendar year. This is optional, as you are only required to obtain 10 CE credits annually from November 1st to October 31st to be considered for a raise, although completion does not guarantee a raise.

To receive credit, you must complete a CE Credit Form, have it signed by your supervisor, and submit it to the Personnel Relations Department in the Baton Rouge office. The forms are located on the General Drive under Forms, MAPP Standard Forms, CE Credit Form.

****Note:** All CEU Credits can be obtained either during regular business hours approved by your supervisor or non-compensated after hours.