POLICY #5: EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAM

General Requirements
Certification Review
Certification Exam
Seminar and Participant Cancellation Policies
Mentorship Program
EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAM

The KPPA Education and Professional Development Program shall be designed as outlined in this policy.

GENERAL REQUIREMENTS

- Coordinate seminar courses to be offered with KPPA President
- Schedule seminars at the most convenient locations possible.
- Schedule seminar with NIGP by sending an NIGP “Seminar Request Form” and “Seminar Information Form.” Request specific instructor if desired.
- Effective January 1, 2010, all classes scheduled through NIGP are required to use the NIGP Centralized Registration.
- Post information on seminars on the KPPA web page.
- After instructors are identified by NIGP, call each one and ask for teaching needs; i.e. laptop, power point equipment, etc. Upon identifying these needs notify seminar location to assure training aids are available.
- Reserve rooms for instructors (reserve in their name when possible).
- Sign contract with host facility to include meeting rooms, continental breakfast, morning coffee, and afternoon sodas (no refreshments served after noon on final day of class).
- Arrange for ground transportation to and from airport for instructors if required.
- Enforce NIGP cancellation policy and collect appropriate fee.
- File instructors’ evaluations when received from NIGP into registration file.
- Notify NIGP is there is a shortage of textbooks.
- Arrive at location for seminar early and make sure the room(s) is set-up and ready for participants and instructor (books should be in the appropriate rooms and counted to make sure each participant has one). Remain on site the first morning to take care of any minor problems that may occur.

CERTIFICATION REVIEW

- Locate an appropriate facility for a review session.
- Make reservations for instructor and provide ground transportation to and from the airport as necessary.
- Effective January 1, 2010, all Certification review sessions scheduled through NIGP are required to use the NIGP Centralized registration.
- Attend 1st morning of Certification Review and make sure room(s) is set-up and ready for participants and instructor (books should be in appropriate room and counted to make sure each participant has one). Remain on site the first morning to take care of any minor problems that may occur.

CERTIFICATION EXAM

- Post information on the KPPA website regarding test date, eligibility requirements, location, etc.
- NIGP is in charge of all aspects of the Certification Exam including who is approved and eligible for testing.
- All UPPCC certification examinations are administered via computer at a Prometric testing center. Examinations will be delivered daily Monday thru Saturday at a time and location selected by the candidate. Fall examinations are administered during the last two full weeks in October. Spring examinations are administered during the first two full weeks in May. Advanced application is required and additional fees apply for testing outside the US and Canada.
- Publicize Certification Exam on KPPA website.
SEMINAR AND PARTICIPANT CANCELLATION POLICIES

- Effective January 1, 2010, all classes scheduled through NIGP are required to use the NIGP Centralized Registration. NIGP will notify KPPA prior to the class if the number of registrants is less than the class minimum. KPPA has the option to hold the class and pay the balance, or cancel the class.
- Cancellation by KPPA (21 days or less before scheduled start of the class) renders the chapter liable for the amount of the instructor’s airfare and any other non-refunded direct expenses.
- Participant refunds will be given only for cancellations made in writing at least seven days prior to the seminar date by emailing Registrationinfo@nigp.org. Cancellations received after this time will be charged a $75 administrative fee. There are no refunds for no-shows.
- Attendee substitutions within the same agency may be done at any time with email notification to NIGP.

MENTORSHIP PROGRAM

The KPPA Mentorship Program promotes the professional development of KPPA members. The Education and Professional Development Committee shall provide oversight of the Mentorship Program. Duties shall include, but are not limited to, the following:

1. Annually, establish and maintain a roster of members to act as Mentors. Roster shall be presented to the Board for approval prior to Mentee/Mentor match.
2. Assignment(s) shall be made by the Education and Professional Development Committee.
3. Facilitate Mentee/Mentor Introductions if required.
4. Review completed Mentor Evaluation form at the end of the service year.
5. Approve Mentor Annual Service Achievement Awards.