

TO BE COMPLETED BY THE APPLICANT

The application deadline is Feb. 6, 2023.

Name: _____
MySCEmployee ID: _____
Job Title: _____
Agency: _____
Agency Street Address: _____
City: _____
Zip Code: _____
Phone: _____
Email: _____

Please describe your HR role:

Years of HR experience:

Why are you interested in participating in the HRPD Program? Include how this professional development will enable you to perform better in your current and prospective HR roles.

HRPD Program Requirements:

- Must be present for 90% of every class to receive credit for the program.
- Complete assigned learning activities.

Commitments:

I commit to:

- Fully participate in all components of the program.
- Attend 100% scheduled courses.
- Complete assignments in the specified time frame.
- Actively engage in the learning process.
- Apply learning on the job.

Applicant's Signature: _____ Date: _____

TO BE COMPLETED BY APPLICANT'S SUPERVISOR/MANAGER

Applicant's Supervisor/Manager

I commit to:

- Support the applicant's participation in the HRPD Program.
- Encourage and support application of learning on the job.

Supervisor's Signature: _____ Date: _____

PAYMENT INFORMATION

Program Fee: \$1,000

Agency will be billed the full program fee after the first class.

HRPD REFUND POLICY

In the event that a participant must withdraw from the program and cannot re-enroll the following year, a refund will be given according the following guidelines:

Before March 1, 2023.....\$1,000
March 1–May 2, 2023\$500
After May 2, 2023no refund

The application deadline is Feb. 6, 2023.

Please email the application to training@admin.sc.gov.

You will receive an acknowledgement of receipt of your application. If accepted to the program, you will receive an acceptance email notification after the Feb. 6, 2023, deadline.