



## **EMPLOYEE TRAINING/CREDENTIALING/EDUCATION OPPORTUNITY**

*In an effort to further develop the talent of our staff, support our team, provide exceptional client care, and retain quality employees, funds have been made available for continuing education. Please use this form to submit a request for training, credentialing, or continuing education opportunities that you feel will be a positive contribution to the organization and/or your personal professional development goals. The training, credentialing, or continuing education must be relevant, applicable, and not interfere with your current job responsibilities. Staff who receive IBH Addiction Recovery sponsored continuing education should maintain employment for at least one year or may be subject to repaying funds.*

*Funds will be available on a first come, first served basis. **Forms will be accepted on a rolling basis until April 8, 2022 or until all of the funds have been used.** If funds are still available, you may be eligible to submit a second request.*

**First and Last Name:** \_\_\_\_\_

**Job Title and Department:** \_\_\_\_\_

### **Intended Training/Credentialing/Education Opportunity**

What is the program or training opportunity you would like to participate in? Why would it be beneficial for you and IBH Addiction Recovery?

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**Cost:** \_\_\_\_\_

**Time Commitment:** \_\_\_\_\_

**Will you maintain employment at IBH Addiction Recovery for at least one year? Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

(This is not a formal contract. You will receive a formal contract once you receive notice of approval.)

*Please return to Jess Rist  
[jessr@ibh.org](mailto:jessr@ibh.org)  
Administration Building, First Floor*