

# Department of Fish and Wildlife

## Office of Training and Development

### 2018-2019 Group Training Fund Request

<b>1</b> <b>PROGRAM</b>	Region/Division/Office	
	Contact Name	Contact Telephone Number

<b>2</b> <b>TRAINING INFORMATION</b>	Requested Training	
	Training Category (refer to instructions)	* For Mandated training, specify Code and Section Number
	Purpose of Training (Request must provide a brief summary here. Additional details may be attached.)	
	Justification (consequences if not approved)	
	Identify Employees/Groups to be trained	Number of Employees
	Who will conduct the training? (e.g., vendor, internal Subject Matter Expert, volunteer, etc.)	
	Will a contract be necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of CDFW Contract Manager/Coordinator <small>NOTE: For training provided by a vendor, per <a href="#">CMS Bulletin 18-01</a> (03/05/2018), a training contract may be required. Please plan ahead to allow sufficient time to execute a contract.</small>
Location of Training	Anticipated Date of Training	

<b>3</b> <b>EXPENSES</b>	Expenses (please be specific; use a separate sheet if necessary)	
	Tuition:	\$ _____
	Training Materials:	\$ _____
	Travel/Per Diem:	\$ _____
	Facility Rental:	\$ _____
	Other Costs:	\$ _____
Please Explain Expenses (be specific)		
Total Funds Requested:	\$ _____	

<b>4</b> <b>EXECUTIVE APPROVAL</b>	This request must be signed by a <b>Regional Manager</b> or <b>Deputy Director</b>	
	<input type="checkbox"/> This Training Request is a high priority for the Region/Division and the Training Category is appropriate (see Training Category Definitions on Page 2).	
	Print Name of Regional Manager/Deputy Director	Signature of Regional Manager/Deputy Director

Please return to OTD by **Friday, June 8, 2018**.  
Email to [Jeri-lynn.VanDyke@wildlife.ca.gov](mailto:Jeri-lynn.VanDyke@wildlife.ca.gov) or FAX to (916) 928-4760

## Training Category Definitions

**MANDATED**—Mandated training is required by law or other State authority. It is the highest priority of all job-required training.

**JOB-REQUIRED**—Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary by new assignments or new technology, refresher training for the maintenance of ongoing programs, safety training, and training mandated by law or other State authority.

**JOB-RELATED**—Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment.

**UPWARD MOBILITY**—Upward mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility per Government Code § 19400, et. al.

**CAREER-RELATED**—Career-related training is designed to assist in the development of career potential and is intended to help provide an opportunity for self-development while also assisting in the achievement of the Department's or the State's mission(s). Career-related training may be unrelated to current job assignment.