

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Jared Polis  
Governor

Major General  
Michael Loh  
The Adjutant General

**Policy Title:** Training & Professional Development  
**Effective Date:** 15 March 2020  
**Summary:** Provide Policy for Training and Professional Development  
**Applicability:** All Permanent State Employees of DMVA  
**Staff Proponent:** Human Resources  
**Supersedes:** Policy Memo 1 July, 2009; Professional Development

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**A. Purpose:** To revise and update DMVA Professional Development policy dated 1 July 2009 and establish a process for requesting, allocating and distributing training and professional development funds.

**B. Background:** Employer of choice initiatives, coupled with the state and department's emphasis on assisting employees with employment-enhancing certifications and licensing, necessitated a review and restructuring of DMVA's training and professional development policy.

**C. Definitions:**

**Proficiency Course:** Any course offered through the Department of Personnel and Administration Center for Organizational Effectiveness or vendor authorized by the Department of Military and Veterans Affairs that increases employee proficiency and capability to support DMVA's mission.

**Professional Development Course:** Any course, seminar, training, or conference that leads to obtaining and/or maintaining a professional certification or license that supports DMVA's mission.

**Leadership / Management Development Course:** Any course, seminar, training or conference that increases an employee's ability to lead or manage others. Reserved for high functioning employees with demonstrated potential for advancement within the department.

**D. Policy:**

1. DMVA permanent state employees are eligible to submit a request for funding of training and/or professional development courses through their supervisor to the staff proponent

(Human Resources). The Supervisor is responsible for ensuring that the requested training meets the intent as outlined in Section C above. The Human Resources office is responsible for ensuring that the employee is a permanent state employee and not subject to any ongoing adverse action. Upon approval, the Human Resources office forwards the request to the DMVA Training and Professional Development manager.

2. Funding of any training and/or professional development course is contingent upon approval of the DMVA Training and Professional Development manager, and the availability of training and professional development funds at time of request.

3. DMVA's training and Professional Development awards or denials and award amounts are not grievable or appealable.

**Official:**

Michael Loh  
The Adjutant General

**Distribution:** All DMVA Employees  
DMVA Website