Extension Training Submission Process

**Training Proposal Cycle**

- Call for proposed training submissions is sent to specialists.
- Faculty submit training proposals in Extension Training System (July-August)
- Program Area ETS Coordinator reviews and requests changes to session proposals (August)
- Sessions approved during Program Planning Week (Sept)
- Faculty/Agents/Staff register for training sessions (November – December)

**Trainings Conducted Outside of the Proposal Cycle**

- Session proposed outside of the planning cycle
  - Registration, travel, misc. fees or Travel Authority needed from District
    - Approval Denied
    - Approval Granted
    - Discuss training with Program Area Sub-committee of PSDTeam for advice on how to conduct registration, advertise the training and advise agents regarding travel authorization.
    - Session Coordinator does the advertising
    - Coordinator/Instructor manages participants
    - No official transcript kept in ETS
    - No Travel Authority provided by district

- Roster in ETS
  - Participant Self-Registers In ETS
    - Participant Self-Registers In ETS
      - Create ETS training/session
      - Set registration dates in ETS
      - Request session approval by ETS Coordinator (ANR-Torrance, FACS-Janet Valente, 4-H-Marable, Support-Simpson)
      - Advertise and ask participants to register in ETS
      - Update and finalize ETS roster after session has been held
      - Finalize session in ETS

ETS = Extension Training System
http://www.caes.uga.edu/Applications/Trainings2/

More Program Planning/Training Submission Details at
http://www.caes.uga.edu/intranet/coextopr/development/programplanning.html

Created by: Marcie Simpson, Program and Staff Development Specialist, September 2014