



Service Coordinator – Paid Leave for CEU Requirements

Employee Name: _____ Date: _____

HRDE Inc. provides 10 hours per calendar year of time to attend face-to-face training.

The training is to attain WV State Social Work licensure requirements.

1. The Board requires that at least **ten hours be synchronous training**, meaning that the training is led by an instructor, and everyone participates in training for instruction, discussion or activities at the same time. This may be in person "in seat" or it may be virtual via technology such as Zoom.
2. The Board permits individuals to take up to **ten hours of approved online coursework/asynchronous training** (online training that is self-paced).

In order to benefit from the allowable 10 hours, you must complete the bottom of this form and submit it to your direct supervisor for review. Once complete your supervisor will submit it to the Northern Regional Housing Director for approval.

Requested away from office to attend CEU training:

Start Date _____ Start Time _____

End Date _____ End Time _____

Employee Signature _____ Date _____

Approved Denied Site Manager Signature _____

Date _____

Approved Denied Regional Director Signature _____

Date _____

Eastview Unity Apts.
 200 Jefferson Street
 Fairmont, WV 26554
 304-366-6934

Gihon Unity Apts.
 2601 Unity Place
 Parkersburg, WV 26101
 304-424-7323

Morgantown Unity Manor
 400 Willey Street
 Morgantown, WV 26505
 304-296-5519

Wellsburg Unity Apts.
 2702 Commerce Street
 Wellsburg, WV 26070
 304-737-3707