

September 23, 2008

Supervisors of State Employees

Spring Semester (2009-52) Classes at Delaware Technical & Community College

Delaware Technical & Community College, is offering tuition-free **credit** classes to State of Delaware Employees, pay grades 1-10, for the Spring Semester (January 12, 2009 – May 5, 2009) funded by the Blue Collar Jobs Training Act and administered by State Personnel Office. The Blue Collar Tuition Program covers all Delaware Tech credit courses. All courses can be accessed at www.dtcc.edu

We currently have state employees on a wait list. These employees will be considered first for spring courses. The total number of employees who will participate is based on the tuition cost of the courses selected and the total dollar amount funded by the Office of Management and Budget.

This mailing is to inform you that we are starting a new wait list of state employees. You may nominate one or more of your employees to be placed on this new wait list. Please complete the enclosed nomination form making sure that **all** parts of the form are completed in full. Feel free to make extra copies if you need them. State employees interested in any of the courses are being encouraged to ask their supervisors to nominate them. Please submit only **one** nomination form per employee per mailing. The deadline is Friday, November 26, 2008.

Interested employees must be admitted to Delaware Tech by filling out an admissions form (\$10.00 fee), take the College Placement Test (CPT) if necessary, and make an appointment to see a Counselor prior to taking courses. Please call the Admissions Office at the campus nearest you (Terry (302) 857-1000; Owens (302) 856-5400; Stanton (302) 454-3900; Wilmington (302) 571-5300 to make an appointment to see a Counselor. The purpose of this test is to make sure an employee will not be placed in a course in which he/she will be unlikely to succeed. New nominees selected to take a class and who have been notified of their acceptance may attend a Success Seminar.

This is a wonderful opportunity for employees to update skills or learn new skills at little expense to them and to work toward a certificate, diploma, or degree. Blue Collar funding covers course tuition **only-not** fees, books, and supplies. Fess, books, and supplies are the responsibility of the student. Students who do not pay the fees associated with the course resulting in a hold on their record will not be considered for future programs until all financial holds have been removed. If you have any questions about the program, please call David Pitts at (302) 857-1774 or Carole Lilly at (302) 857-1770. If your office does not wish to nominate any employees, please forward this flyer to another state agency office.

David Pitts
Program Coordinator

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Enclosures