

Enhanced 9-1-1 Conference and Professional Development Policy

Preamble

The Enhanced 9-1-1 Board supports and encourages professional development for those working in the 9-1-1 profession. As such, the Board funds reimbursement requests with advance approval for 9-1-1 professionals to attend conference and educational opportunities that further the professional development of personnel serving the public through the State of Hawaii 9-1-1 system.

The purpose of this procedure is to clarify how individuals may apply to attend these conference and educational forums.

Definitions

Conference: Conferences and educational opportunities that are acceptable for reimbursement from the Enhanced 9-1-1 fund are those that are for professional development of the personnel working in 9-1-1 careers for public sector governmental entities. Individuals must have the approval of their department/governmental entity/organization in advance of submission for reimbursement.

Financial Reimbursement: Financial reimbursement must be preapproved and is in the amount of actual expenses associated with registration, roundtrip coach airfare, lodging, ground transportation, and meals according to the State of Hawaii travel policy.

Leave to attend forums: Leave that is associated with the work of the attendee is at the approval and discretion of the attendee's work place.

Application Requirements

For the Board to consider conference or educational reimbursement, the organization must prepare precise details indicating why they wish to attend, specify who will attend, identify the value and benefits, and provide an estimate of the financial costs. A copy of the forum agenda will be included with the application. The application request must be submitted on the organizations letterhead with the top executive level leadership signature to demonstrate internal support for attendance.

Post Requirements

Upon return, the attendee is responsible to submit a short summary report to their organization of the professional development value benefiting 9-1-1 service to the public in the State of Hawaii. The organization then will be required to submit the report to the Enhanced 9-1-1 Board.