



STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Telephone (801) 530-6628
www.dopl.utah.gov

APPLICATION FOR FUNDING FROM EDUCATION AND ENFORCEMENT FUND

APPLICATION INSTRUCTIONS AND INFORMATION

- I. All applications for funding must be made by completing and submitting the Division's "Application for Funding from Education and Enforcement Fund" form. The form is included in this packet. Applicants may submit their application via email to: doplureau5@utah.gov, or via regular mail to:

DOPL Bureau 5
PO Box 146741
Salt Lake City UT 84114
- II. Upon receipt of the application, the request for funding will be placed on the agenda for review by the respective Board. Applicants will be notified of the meeting and attendance is encouraged to present the training plan.
- III. If the reviewed application is recommended for approval, the funding request must then be approved by the Bureau Manager, Division Director, and Department Director. *The application is not officially approved until it has been signed by all parties.* A letter of approval will be mailed to you after all signatures have been obtained.
- IV. It is *strongly* recommended that applications be submitted **at least 60 days** in advance of the event. If it is not received **15 days** prior to the next scheduled Board meeting, the request will not be placed on the agenda for consideration. Keep in mind, some Boards only meet a few times a year and may require you to submit your application sooner than recommended. **Any request not considered by the Board and approved prior to the event will not be approved for funding.**

*Professional Licensing Boards meet in the Heber M. Wells Building. Meeting dates, times, and agendas can be accessed at www.dopl.utah.gov.

The following items may be considered by the Board in making a determination for funding:

- a. Previous experience in providing training; including cost per-attendee and current cost estimates.
- b. How the education fits with the Board's education objectives for the applicable year.
- c. How the text relates to the course objectives.
- d. Target audience.
- e. Target region.
- f. The number of students, hours of instruction, and the ratio of students per dollar to be spent for the education.
- g. The percentage of the training being paid for by the student, and by the Education and Enforcement Fund.
- h. Anticipated revenue received.

ITEMS QUALIFYING FOR STATE FUNDING:

Reimbursement will **only** be for educational expenses that qualify for state funding. Note: **Code Books** or any **Referenced Standards do not** qualify for funding. **Sponsors' staffing or personnel costs do not** qualify for funding. Break items **do not** qualify for funding (e.g. food, drink, promotional items, awards, and prizes).

The following is a list of items which may qualify for funding:

- Instructor Fees: Will not be reimbursed for excess of \$3,000 per day, *including* travel and meals. Any Instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Board, the Division and the Department. (*State or local government employees should be aware of prohibition of*

paying instructor fees if the instructor is also being paid wages for the same time period. Contact DOPL with questions.)

- Instructor Travel and Meals: Meals, mileage, and lodging must not exceed current State of Utah rates.
- Code Analysis and Code Update Books
- Workbooks, Study Guides, or Textbooks
- Meeting Rooms or Facilities
- Audio/Visual Equipment Costs
- Printing Costs (*including copies for workbooks, study guides, or textbooks*)
- Brochures (*for advertising, mailing, etc.*)
- Mailing, Postage & Handling Costs

Please note: Any items that do not qualify for state funding must be included as part of the registration fee paid by the participant, or paid by the sponsor of the program.

V. Applicants will be notified in writing if the application has been approved or denied. Advertising and agenda or training material for the training program shall include the following statement, ***“Partial funding for this educational opportunity has been provided by the Division of Occupational & Professional Licensing and the Education and Enforcement Fund.”***

VI. It is the responsibility of the sponsoring organization to assure that the training is provided by instructors who are qualified to teach the program demonstrated with adequate education and experience. Furthermore, the sponsoring organization is responsible to assure that instructors are prepared to teach the class, including making an appropriate outline of the program, making appropriate audio or visual aids, preparing or arranging for handouts or study guides, arranging for any needed equipment and assuring that the training is held for the time period specified in your request for funding. Please be aware that funding grants are based upon the sponsoring organizations’ assurance that a quality training program will be provided.

If the training is deficient in quality of presentation or preparation as outlined above, it could jeopardize your grant of funding. We recommend the contract you enter into with instructors completely and accurately specify the responsibilities of the instructors and any consequences as a result of failing to hold the training, and/or lack of adequate preparation.

VII. It is the responsibility of the sponsoring organization to engage in good faith negotiations to ensure the best reasonable value for eligible reimbursement costs.

VIII. After completion of each course the sponsoring organization must complete and submit the following to the Division in order to obtain reimbursement for the training provided:

- a. Request for Reimbursement Form
- b. Itemized Invoice: Provided on the sponsoring organization’s letterhead with attached original receipts, invoices, and other documentation to support the requested reimbursement.
- c. Roster of Attendees
- d. Advertising: Copy of the advertising announcement, agenda, and training material, which includes the acknowledgement of funding as specified above.



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<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> LAND SURVEYOR <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> GEOLOGIST	<input type="checkbox"/> New Funding Request - Requests should be submitted 60 days in advance of the program date. <input type="checkbox"/> Additional Funding Request - Requests should be submitted 60 days in advance of the program date.
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(Note: Microsoft Word users can fill in the blanks, print the form and save it for their records)

Requesting Organization:		Federal I.D. Number:	
Contact Person:		Phone #:	
Mailing Address:		Email:	
City:		State:	Zip:
Title of Event:		Amount Requested: \$	
Dates of Training - From:	To:	Location:	
Number of Classroom Hours:	Level of Curriculum:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Professional
Expected Number of Attendees:		<input type="checkbox"/> Novice	<input type="checkbox"/> Expert
<input type="checkbox"/> Mid level			
Summary of Training Objectives:			
Please provide information for <u>each course</u> being taught in the training. (Attach additional pages if necessary.)			
Course Description:			
Describe how the training relates to the education goals of the Professional Board for the current year:			
Text(s) or other materials to be used:			
Lead Instructor:		Phone #:	
Street Address:		Email:	
City:		State:	Zip:

BOARD ACTION		
Date:	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	Amount Recommended: \$
Reason:		
DEPARTMENT OF COMMERCE ACTION		
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Amount Approved: \$
Bureau Manager:		Date:
Limited Purchasing Delegate:		Date:
Division Director:		Date:
Department Director:		Date:



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APPLICATION FOR FUNDING WORKSHEET

Title of Event:	
Dates of Training - From:	To:

PROJECTED TRAINING REVENUE		
Funding Participants (<i>excluding DOPL</i>)		
Jurisdiction:		\$
Organization/Association:		\$
Individual:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Registration Fee: \$	Number of Attendees:	Total \$
Total Training Revenue Anticipated		\$
Portion of Registration fees for Non-Reimbursable Expenses (<i>Code books, Breaks, etc.</i>)		(\$)
Portion of Registration to be Applied Against Education Costs		(\$)
Balance of Anticipated Revenue		\$

PROJECTED TRAINING EXPENSES		
Meeting Room:		\$
Instructor Fees:		\$
Instructor Travel:		\$
Audio/Visual Equipment:		\$
Workbooks, Text Books, Study Guides:		\$
Printing:		\$
Brochures, Advertising:		\$
Postage, Mailing:		\$
Other qualified items:		\$
Total Reimbursable Expenses		\$
Portion of Registration to be Applied to Educational Cost		(\$)
Total Anticipated Reimbursement Request		\$

I hereby verify under penalty of perjury, that any funds requested from the State of Utah are not being reimbursed from any other source.

 Name Authorized Representative (*please print*)

 Title

 Signature

 Date



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REQUEST FOR REIMBURSEMENT FORM

Requesting Organization:		Federal I.D. Number:		
Contact Person:		Phone #:		
Mailing Address:		Email:		
City:		State:		Zip:
Title of Event:			Amount Requested: \$	
Dates of Training - From:		To:	Location:	
I hereby verify that I/we provided the educational program for which we obtained pre-approval from the Division and that we provided the program as outlined in our original submittal except for the following changes: <i>(Please identify below any changes that have been made in subjects, dates, locations or instructors, if applicable.)</i>				
Please identify the information required below. (Attach additional pages if needed.)				
Title/Subject	Date(s)	Location(s)	# Hours of Session	# Attendees

We are requesting reimbursement for the following costs incurred and for which we have attached the original receipts.	
Meeting Room; Name and Location:	\$
Instructor Fees:	\$
Instructor Travel/Meals:	\$
Instructor Name(s):	
Audio Visual Equipment:	\$
Workbooks, Textbooks, Study Guides:	\$
Title(s):	
Printing:	\$
Brochures, Advertising:	\$
Postage, Mailing:	\$
Other – Describe:	\$
Total Educational Expenditures	\$
Deduct the portion of registration fees that have been applied to educational costs	(\$)
Balance/Total Reimbursement Request:	\$



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REMITTANCE FORM

I hereby verify under penalty of perjury, that these expenses have been paid by our organization and that we have received no other reimbursement for these expenses from any other source.

Remit To:

Organization Name

Federal I.D. Number

Date Signed

Authorized Representative *(Please Print)*

Title

Signature

DEPARTMENT OF COMMERCE USE ONLY							
PURPOSE:		DEPT:	670	FUND:		UNIT	
Board Secretary:						Date:	
Bureau Manager:						Date:	
Limited Purchasing Delegate:						Date:	
Division Director:						Date:	
Department Director:						Date:	