

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF EDUCATION SERVICES  
Policies and Procedures**

**CONFERENCE AND TRAINING**

**Effective Date:** November 1, 2002  
**Original Effective Date:** November 1, 2002  
**Reference:**

**Purpose:**

The [Department of Health and Human Services](#) has given the Superintendent of the Office of Education Services the responsibility for approving all internal and external conferences and training session requests made by staff in the Central Office, the [Western North Carolina School for the Deaf](#), the [Eastern North Carolina School for the Deaf](#), the [Governor Morehead School](#) and the Early Intervention Preschool Programs. The Department of Health and Human Services requires that each Office/Division establish a system of procedures and files to document all requests for such activities.

**Policy:**

The Office of Education Services (OES) shall comply with the requirements set forth by the [Office of State Budget and Management](#) and the Department of Health and Human Services when planning for internal and external conferences and training sessions.

An **internal conference** is one that involves the attendance of employees within the Office of Education Services, and must have a formal written agenda or curriculum that was planned in advance of the conference. A routine staff meeting is not considered an internal conference.

An **external conference** is one that involves the attendance of persons other than the employees of the Office of Education Services, and must have a formal written agenda or curriculum that was planned in advance of the conference.

A **training session** is employee training that involves courses that develop an employee's knowledge, skill and ability to perform the duties of his/her present job, such as a course on computer usage or management skill development. Such courses generally have a set fee, are of relatively short duration and are not part of a curriculum the employee is participating in leading to some educational degree. CEUs may be awarded upon completion of the conference if prior approval has been obtained from the OES Superintendent or designee.

**Registration Fees** are typically made for defraying the cost of speakers, building or room usage, handout materials, breaks and lunches at conferences. An employee cannot be reimbursed for meals included in the registration fee.

Any personal service contracts or other similar contracts related to conferences or training sessions must also be approved by the Department of Health and Human Services, as specified in the DHHS Purchase and Contracts Manual. Speaker fees

must be approved prior to any function, in accordance with instructions given on the DHHS Conference Authorization form.

The OES cannot use state funds to support or underwrite any conference that promotes any cause or purpose other than the mission and objective of the OES and the Department.

**Procedures:**

**A. Internal Conferences**

1. The conference must be planned in detail in advance, with a written formal agenda or curriculum.
2. There must be a written invitation to participants setting forth the calendar of events and the detailed schedule of costs.
3. Conferences must be held in state facilities when available.
4. No registration fee may be charged.
5. Refreshments may be provided for "coffee breaks" as long as there are twenty or more participants; and costs do not exceed four dollars (\$4.00) per participant, per day.
6. No excess travel subsistence may be granted for internal conferences.

**B. External Conferences**

1. The conference must be planned in detail in advance, with a written formal agenda or curriculum.
2. There must be a written invitation to participants setting forth the calendar of events, the social activities (if any) and the detailed schedule of costs.
3. Assemblies should be held in state facilities whenever possible. However, other facilities may be rented and the cost charged to the OES without allocation to the participants' daily subsistence allowances.
4. Registration fees may be charged to participants to cover the cost of the conference. The Superintendent must approve fees exceeding \$30.00. Registration fees may not include costs of entertainment, alcoholic beverages, setups or flowers. Registration fees collected and not used to defray expenses of the conference may not be used for other programs but must revert to the general or highway fund as applicable.
5. Refreshments may be provided for "coffee breaks" as long as there are twenty or more participants; and costs do not exceed four dollars (\$4.00) per participant, per day.
6. Payment for meals is allowable if included in the registration fee. If meals are not included in the registration fee, payment for meals is allowable only if overnight travel criteria are met.
7. Additional specific requirements, as specified in the [State Budget Manual](#), must be met if the funding for all participants is budgeted and a lump-sum payment is made to a conference center or organization.

### C. Training Sessions

1. Fees for training courses that provide training in specific areas must be charged in the NCAS to "Employee Training" under "Other Services".
2. Refreshments may be provided for "coffee breaks" as long as there are twenty or more participants; and costs do not exceed four dollars (\$4.00) per participant, per day.

### D. Conference Authorization

1. **CONFERENCE AUTHORIZATION** must be completed for every conference and training session planned by any OES staff. The completion of this form is required whether or not costs are involved.
2. **Section I** is general information about the proposed conference or training session. Be specific as possible.
3. **Sections II, III, IV and V** need to be completed only if costs are involved.
4. **Speaker Fees** section **needs** to be completed if there will be payment to a speaker. If more than one speaker is involved, each speaker must be listed on a separate page using the same format as on the Conference Authorization form. In addition, a brief resume for each speaker, a Personal Services Contract to cover fees per speaker, and form BD 10-8 (if travel is involved) must be attached to the Conference Authorization form.

***\*\*Note: If the speaker is a state employee, a dual employment form must be completed and approval letters attached\*\****

### E. Approval Process

1. A description of the proposed conference or training session must be developed in writing and approved by the agency director.
2. The approval proposal and estimated budget information must be forwarded to the OES Superintendent for approval to proceed with the planning process for a conference or training session.
3. Following completion of planning and the required paperwork, the completed Conference Authorization form and required attachments, including an approved Personal Services Contract, if appropriate, must be forwarded to the OES Superintendent for final approval.
4. Notification of the conference or training session may be distributed only after final approval from the OES Superintendent.
5. Final conference costs shall not exceed the amount that was approved.
6. Adequate planning and approval times must be allowed for all conferences and training sessions. Three to twelve months should be a good rule, depending upon the size and complexity of the function.