

# CLIP'S ALL ACCESS PASS

NOW YOU CAN ACCESS A VAST **FREE** eLEARNING CATALOG

## ONE PASS, ONE CATALOG

The All Access Pass allows you to explore a new expansive eLearning catalogue within the Learning Management System (LMS). Each pass is assigned to a DOL employee and is valid throughout the 2022 – 2023 cycle, at no cost to you. There are **two pathways** to request approval for courses using your pass:

### Path 1: Employee Request

- **Employee** submits training request form for **supervisor** approval
- Form is then submitted to **manager** for review and approval
- **Training Liaison** sends the request to OED at [eLearning@dol.nj.gov](mailto:eLearning@dol.nj.gov)
- **OED** will assess the request and assign the course or issue a denial

### Path 2: Supervisor Request

- **Supervisor** submits training request form for **manager** approval
- **Training Liaison** sends the request to OED at [eLearning@dol.nj.gov](mailto:eLearning@dol.nj.gov)
- **OED** will assess the request and assign the course or issue a denial

### Quick Facts

- Each training request must go through an approval process
- Employees must receive approval from their direct supervisor, manager, and OED before enrolling in a course
- All approved and denied requests must be submitted to OED
- Failure to follow this process as outlined may result in cancellation of coursework, issuance of repayment requirement for training costs, and/or potential action by the Office of Labor Relations

For more information, please review page 2 of this document.



BELOW ARE SOME OF THE TRAINING AREAS YOU CAN ACCESS WITH YOUR PASS

MANAGEMENT & SUPERVISION

PROFESSIONAL DEVELOPMENT

TECHNOLOGY AT WORK

HEALTH & SAFETY



## **All Access Pass Request Process Detail**

### **Path 1: Employee Request**

1. Employee must complete the training request form with the class they wish to take and a justification, to be provided to the supervisor at least 14 days in advance.
2. Supervisor will approve or deny, focusing on whether the subject matter is appropriate for the employee's title and job responsibilities and whether they have time in their work day to take the class.
3. Manager will approve or deny based also on the above criteria.
4. Request will come to OED for assessment and approval/denial.
  - a. OED will analyze the request to ensure it is appropriate for the employee's title and job duties across the agency to ensure non-disparate treatment of requests.
5. If approved, OED will assign the course to the employee, notifying the employee and supervisor that the class has been approved.
6. If denied, OED will notify the employee, supervisor and manager.

### **Path 2: Supervisor Request**

1. Supervisor must complete training request form with the class they wish to assign with justification based on the same criteria as above.
2. Manager will approve/deny same as above.
3. Request will come to OED for assessment as above and issue an approval/denial.
4. If approved, OED will assign the course to the employee and supervisor, notifying the employee and supervisor that the class has been approved and is assigned to the employee.
5. If denied, OED will notify the supervisor/manager.

Supervisors will be notified of the approvals with the expectation that they would then schedule time for their employee to take the class in a manner that would not interfere with operational needs.

Classes are **not** permitted to be taken outside of regular work hours.

Employees will receive notification of the class but should not take it until directed by their supervisor. Courses are expected to be completed within 30 days of assignment.

