The PLAN Academy

Since 1991 PLAN has delivered quality training to its membership in the Florida Panhandle.   For most members, PLAN is the primary provider of staff training. The PLAN Academy offers a curriculum of courses to meet the training needs of member library staff. PLAN also offers this training free for the Florida Library community defined as FLIN members. Training formats include face-to-face workshops, teleconferences, and web-based training. PLAN also maintains a **Video Library** (DVDs, VHS tapes and links to archived webinars) of over one hundred professional titles, which are freely loaned.

In addition, **PLAN Academy Scholarships** are available to member library staff to attend workshops offered by other organizations, e.g. community colleges, colleges, universities, vocational-technical schools, etc.

Registration & Payment

PLAN member libraries may register for most PLAN events free of charge. PLAN may limit the number of staff members from one library that register for a single event. Our goal is to provide all libraries with an opportunity to send staff to events of interest to them.

Non-member libraries may register for most PLAN events free of charge. They will be placed on the waiting list until the registration deadline. At that time, they will be added to the list of participants based on space available.

A nominal registration fee may be charged for some events to cover the cost of refreshments and food. This fee will apply to members and non-members.

Registration for all PLAN-sponsored events will be done on the PLAN website. Payment may be made by check or credit card (Visa & Mastercard). PLAN accepts purchase orders and will issue invoices.

Cancellation Policy

Refunds of registration fees are not guaranteed if cancellations are made **less than 10 business days** prior to the workshop date. If a staff member cannot attend a workshop, another staff member may be sent in their place without penalty. Staff members who are persistent "no shows" will be placed at the end of the waiting list for future events. If an organization maintains a culture of "no shows," all staff will be placed on waiting list.

Guidelines

Training Contact

Each PLAN member library will submit the name of a staff member to serve as a Training Contact. The Training Contact will be responsible for ensuring that the library's staff members follow local policies when registering for PLAN training opportunities. PLAN is not responsible for registrations made without the approval of the Training Contact.

Training Contact responsibilities

- Distribute news and information about events
- Inform PLAN if a registrant is unable to attend a workshop
- Inform PLAN if a substitute staff member will be attending a workshop in someone's stead
- Authorize requests for scholarships
- Inform PLAN if a scholarship recipient will not use the scholarship
- Monitor staff training history
- Monitor PLAN reports for accuracy
- Notify PLAN regarding any errors, discrepancies, or disputes
- Distribute, collect, and submit PLAN continuing education surveys, registrations, and scholarships
- Serve as de facto member of Continuing Education Committee

PLAN responsibilities

- Maintain database of workshops and registrants
- Process training requests
- Notify Training Contact of every transaction
- Provide status report to Training Contact
- Work with Training Contact to resolve disputes
- Provide certificates of completion to each workshop attendee

Scholarships

The PLAN Academy offers virtual classes in addition to our schedule of in-person, teleconference, and video classes. It is not always practical for PLAN to present classes where and when they are needed, nor is it always convenient for staff to attend classes where and when they are offered. Yet, a wide array of continuing education classes is already being offered in the Panhandle through the community colleges, high schools, voc-tech schools, and other area institutions. Examples of such courses are Basic Computer Skills, Networking LANs, Telecommunication, Internet, Web Development, and various others. Through the scholarship program, the staff of Member Libraries may attend these classes in their region as if they were a PLAN Academy class. Please note that this program should not be used for classes taken by a student in a degree-seeking program, nor will PLAN pay for classes reimbursed under another program.

Receiving scholarship monies is a two-step process. First, the staff member must complete a PLAN Academy Scholarship Application Form available on the PLAN web site. This is a simple form that asks for basic information and includes a brief statement on how this class will benefit the Member Library. The form must be signed and approved by the Training Contact of the Member Library, then forwarded to PLAN.

Second, PLAN will review the application and, if approved, will award a scholarship in an amount up to $400. In some cases, the scholarship may not cover the entire tuition or registration fees. The staff member will be notified of the award, but will not receive payment until they have submitted certification that they have attended and successfully completed the class. A reimbursement form will be sent along with the award letter. The staff member must also certify that the cost of the class is not being reimbursed under another program. The certification must then be signed by both the staff member and the Training Contact. A check will then be issued to the Member Library or staff member depending on who paid the fees for the class. PLAN will not issue payment to third parties. If a scholarship recipient is not going to make use of the scholarship they should notify PLAN of this fact as early as possible.

Please note that courses must be completed and reimbursement requested within the fiscal year that the scholarship was approved. Scholarships and classes are contingent upon availability of funds. Most training is supported by grant money that must be expended by the end of the fiscal year (i.e., September 30).

Videotape Library

Videotapes are available for two-week loans. Additional time may be allowed depending upon demand and availability. To request a videotape go to the PLAN web site, **www.plan.lib.fl.us** , and follow the steps below:

- Go to the User Menu and log in to your training account. If you do not remember your log in or do not have one, follow the directions on the screen.
- Go to "Training" menu and select "Videos." You can view the list by title, series, or date.
- Find the title you wish to borrow and click on the button to the far right of the title ("check out").
- Enter your mailing address and send the request.