# STATE OF OHIO CONTRACT SERIES

# ARTICLE 37 – UNION EDUCATION TRUST (UET)

## Career Improvement Program (CIP)

**Q:  How do I qualify?**

**A:** You must be an eligible State of Ohio bargaining unit employee on the start date of the term to apply for tuition assistance.

**Q:  What courses can I take?**

**A:** College Credit Voucher Program (CV) and College Credit Reimbursement Program (CR) - Any college-credit course at a regionally accredited school that is related to any job in state service is acceptable. Regional accreditation is accepted from organizations such as North Central Association of Colleges and Schools. See your school's directory for course information. Vouchers may also be issued for pre-approved courses from career colleges listed on the UET website. UET will pay for a course only once.

Vocational Education Program (VE) - Only pre-approved courses listed in the Vocational Education Program page of the UET website are eligible. UET will pay for a course only once.

Specialty Education (SE) - Only the courses listed in the Specialty Education section of the UET website are eligible. UET will pay for a course only once. Updates for eligible classes and additional information can be found online at www.UedTrust.org.

**Q.  How much Financial Assistance May I receive through CIP?**

 **A.** You may receive up to $5,000.00 for fiscal year through CIP.

**Q:  How do I sign up?**

**A:** You can apply online or download application forms by clicking the "Applications" link on the UET website.  Also, you can mail your paper applications to UET, P. O. Box 3270, Westerville, OH 43086.  For customer service, contact the UET by email: at Support@UedTrust.org or by **phone at 1-(866) 436-7900.**

**Q:  Will my supervisor support me?**

**A:** The program is set up to allow you to shape your future without the involvement of your supervisor. You deal directly with the UET staff. All information regarding your participation in UET programs is confidential to the maximum extent of the law. However we encourage you to discuss your career opportunities with your supervisor.

**Q:  What about grades?**

**A:** Grades are not used to determine eligibility. However, you will receive payment for a particular course only once.

**Q:  What if class meets during my work hours?**

**A:** Provision of release time will be up to each agency.

**Q:  What does the program cover?**

**A:** CIP covers the cost of tuition, and mandatory fees.

**Q:   What is not covered by CIP?**

**A:** CIP does not pay for:

- Application, registration, certification, or test fees.

- Books and equipment, including computers.

- Meals or recreational fees.

- Transportation or parking.

- Late registration or drop fees.

- Other fees not directly linked to instruction.

*Special Note*: CIP will not pay for any costs that have been paid by other sources. All costs not listed in the directory may be paid at the discretion of UET.

**Q:   Will the funds I have access to each fiscal year accumulate year after year if I don't use them?**

**A:** No. However, you have funds for tuition assistance available to you for courses which start during each fiscal year of your eligibility.

## Computer Application Training (CAT)

**Q:   Who is eligible for CAT benefits?**

**A:** All eligible State of Ohio bargaining unit employees are eligible.

**Q:   What schools or institutions can I attend?**

**A:** You may attend any school that actively participates in the CAT program. For a complete list of participating schools visit the UET website.

**Q:   What if class meets during my work hours?**

**A:** Provision of release time will be up to each agency.

**Q:   What exactly does the program cover?**

**A:** The CAT program will pay for your instructional fee and instructional materials.

**Q:   What is not covered by the CAT program?**

**A:** CAT does not pay for:

- College credit computer courses.

- Application, registration, certification and test fees.

- Any one-time mandatory or non-mandatory fee.

- Hardware and commercial software.

- Meals or recreational activities.

- Transportation or parking.

- Late registration, add/drop fees.

*Special Note*: The CAT program will not pay for any costs that have been paid by other sources. All costs not listed in the directory will be paid at the discretion of UET.

**Q:   How is this program separate from CIP?**

**A:** CAT provides $1,000 per fiscal year for non-college credit computer-training classes. CIP provides financial assistance for college credit or vocational courses.

**Q:   Am I eligible for both CAT and CIP?**

A: Yes. But because they are separate programs, funds from the two programs may not be combined in any way.

For additional information or questions, visit the UET website at www.uedtrust.org, or contact UET at 1 (866) 436-7900 or by e-mail at Support@UedTrust.org.

## Professional Enhancement Program (PE)

**Q:   Who is eligible for PE benefits?**

A: All eligible State of Ohio bargaining unit employees are eligible to participate.

**Q:   What Training Can I Take?**

A: Any conference, seminar, or short-term training event related to state of Ohio jobs that is awarded credentials from a regionally accredited institution, professional society, government agency or by the Independent Third-Party Review Panel.  Courses covered by CIP or CAT do not qualify for PE.

**Q:   How much financial assistance may I receive through PE?**

A: You may receive up to a total of $2,000 per fiscal year through PE.

**Q:   What if the event is scheduled during my work hours?**

A: Provision of release time will be up to each agency.

**Q:   When should I apply for my training event?**

A: Please allow 30 days before the registration deadline for processing your application.

## Online Career Exploration Tools

**Q:   Who is eligible?**

A: All eligible State of Ohio bargaining unit employees may use the online career exploration tools.

**Q.   How do I access the career exploration tools?**

A. Visit the UET website and login to *My*UET. Then select "Online Career Exploration" from the menu.

**Q.   Would anybody have access to my files or monitor my progress?**

A. No! Your files are absolutely confidential. Nobody will have access to your files except the career exploration tools administrator who may be assisting you.

## Reference
Article 37

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