

ESO Training
Frequently Asked Questions

1. [How do I register for ESO training?](#)

To register for an ESO sponsored training, send an email to ESOtraining@uhd.edu.

2. [How do I know what ESO training is available?](#)

Please visit our Training Calendar found at <http://www.uhd.edu/about/hr/training.htm>.

You may also be on the lookout for the ESO *Training* announcement sent to Dt All Users as training becomes available.

3. [Do I have to register in advance for training?](#)

Registration is highly recommended to assure enough training materials are available and that the class is not canceled due to low enrollment.

4. [Do I get a confirmation of my training request?](#)

No, but you will be notified if the class is full or if a class has been cancelled if you register at ESOtraining@uhd.edu.

5. [What if I have to cancel my registration?](#)

Call or email Linda Biddle at x-8264 or at biddlel@uhd.edu.

6. [Who can attend training offered by ESO?](#)

All faculty and staff are eligible to attend ESO training classes. Classes are offered at no cost. Occasionally, programs are open to student workers. Staff members must have the consent of their supervisor to attend programs.

7. [How do I find out about other training offered to faculty and staff?](#)

Unfortunately, there is no centralized calendar for all training offered on campus at this time. However, you can click the links provided on the ESO Training page to view other available training opportunities.

8. [What if I have a particular training need for myself or my department?](#)

Call or email Linda Biddle at x-8264 or at biddlel@uhd.edu for guidance or requests for specialized training.

9. [What is the College Program?](#)

Under the State Employees Training Act (SETA), full-time benefits eligible staff employees may take an academic course during working hours, not to exceed three hours per week. Class time will not be charged against vacation or sick leave, and no salary deductions will be made. Application for course work must be approved by the employee's supervisor and the Vice President for Employment Services and Operations prior to the beginning of each semester of attendance.

The University of Houston-Downtown will reimburse up to \$400 in mandatory fees per regular semester (Fall or Spring) to UHD full-time employees (100% FTE) who meet the following criteria:

- enrolled at the University of Houston-Downtown in at least one academic course in a regular semester;
- employed at the University of Houston-Downtown on or before the 12th class day and through the official close of the term (as shown in the official semester class schedule) for the specified semester;
- earned “C” grade(s) or better in the specified semester, and
- have no financial obligations to the University.

Staff members will only be reimbursed on mandatory fees paid for courses completed at UHD.

The State Employee Training Act College Application and the Staff Mandatory Fee Reimbursement Request can be found by clicking the forms link provided on the ESO Training website.

10. Who has to attend new employee orientation?

All benefits-eligible faculty and staff are required to attend orientation.