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Who can attend a training session?
All permanent University employees, which include Faculty, NF-EPA, SPA, and CSS personnel, are eligible to attend training sessions and programs sponsored by Human Resources Staff Development & Training.

How do I know when training sessions are offered?
When a new program or training session is scheduled, an email announcement is sent to all University employees through ECU Official. Also, a calendar of upcoming training sessions can be found at http://training.ecu.edu

Do I need my Supervisor’s approval to enroll in a training session?
Yes. Prior to your enrollment in any training session, you should have a conversation with your supervisor and obtain approval to attend.

Am I required to take vacation or sick leave to attend a training session?
No, employees are not required to use any form of leave balance to attend any training program sponsored by the University.

How do I register for a particular training session?
1. Go to the ECU Training registration site: http://training.ecu.edu. You may be prompted to log in. Log in using your ECU User Name (Pirate ID) and Passphrase. Off-campus users sign on by typing the following: INTRA\PirateID.
2. Select the session on the Calendar, or select the session under the “Courses by Type” tab.
3. Once you click on the session, the Course Details page will open. This page provides the course description, location of training, instructor names, dates, and times of the training. Toward the bottom of the page, you will see a “Register” link. Click on “Register”.
4. Once you click “Register”, you will be asked to click “OK” to confirm your registration. Once you click “OK”, you are automatically enrolled in that particular session, and added to the roster. You will also receive an automatically-generated email confirming your registration.
What if I have to cancel my registration for a particular session?
To cancel your registration, log in to http://training.ecu.edu. Go to the “User Dashboard” tab at the top of the page. Then, click on the “Current Training Registrations” tab. Find the session you are cancelling registration for. Click the “Unregister” button to the left of the session listing.

What is an HR-sponsored Certification Program?
Certification programs are focused on specific University workgroups geared towards enhancing, identifying, and implementing the critical skills needed to operate within one’s work environment. Certification programs consist of several required workshop sessions. In order to complete the Certification Program, employees must attend each session comprised within the overall program. This format is similar to taking multiple individual courses to complete a degree. Currently, there are four HR-sponsored Certification Programs available to University employees with different requirements: the Supervision Institute, the Administrative Certification Program, the Medical Administrative Certification Program, and the Leave Clerk Certification Program. Please click on each program for detailed information.

What steps do I take to complete a Certification Program?
1. Review your work duties, career goals, and operational environment and choose the program(s) that would be most beneficial to you.
2. Obtain approval from your supervisor to attend the required sessions.
3. Register for the required sessions at http://training.ecu.edu, that comprise the program you wish to complete.
4. Upon completing the required sessions, you will need to notify the Staff Development & Training Section in order to verify your training history and complete the final knowledge test within the BlackBoard system.

How long do I have to complete a Certification Program?
Certification Programs must be completed within two (2) years of taking the first course in the program.
Can I track my training?
Yes, you can track your Archived Registration History at http://training.ecu.edu. Click on the “User Dashboard” tab at the top, and then click on “Archived Registration History”.

Who do I contact if I have specific questions regarding a training session or Certification Program?
You may contact one of the Staff Development Coordinators by calling (252) 328-9917 (main line). Direct Contact Information: Shawn Condon (252) 328-9896 / condons@ecu.edu or Pam Cummings (252) 328-9888 / cummingsp@ecu.edu.

How do I request a customized training session for my work team or department?
All requests for consultation services and customized training should be submitted using the “Organizational Development Request Form.” If you have questions regarding customized trainings, please contact Shawn Condon at (252) 328-9896 / condons@ecu.edu or Pam Cummings at (252) 328-9888 / cummingsp@ecu.edu.