

# King County GIS Training Credit Program Procedures and Guidelines

## Procedures for Student Use of Credits

### To use Training Credits for a class taught by KCGIS Center staff

1. Indicate your class choices, etc., on a [KCGIS Training Registration Form](#).
2. Also on the form, check the box next to “King County employee using GIS Training Credits?” and enter the amount of credits to be used next to “Amount.”
3. For “GIS Training Credit use authorized by,” obtain the signature of your agency’s GIS Technical Committee representative or designated alternate.
4. Your agency will be billed by the KCGIS Center for any balance of costs not covered by available training credits.

### To use Training Credits for a GIS class taught by an outside vendor in the KCGIS Training Room

1. Request approval to use credits from your agency’s GIS Technical Committee representative.
2. If the representative approves the request, he or she must make written notification to the [KCGIS Center Client Services Manager](#) who will verify the availability of credits.
3. With credit use approved and verified, proceed with registration and payment in full to the outside vendor according to the vendor’s procedures. Reimbursement to your agency from the KCGIS Center in the amount of the approved credits will follow (see next step).
4. To effect reimbursement, submit a request to the KCGIS Center Client Services Manager. Include a copy of the student enrollment confirmation and vendor invoice. The KCGIS Center will then issue reimbursement via interfund transfer.

### To use Training Credits for one-on-one tutoring by KCGIS Center staff

1. Request approval to use credits from your agency’s GIS Technical Committee representative.
2. Request a cost estimate for the desired tutoring from the [KCGIS Center Client Services Manager](#) who will then prepare a project agreement form for the custom tutoring services that includes a scope of work, estimated cost, amount of available agency credits that can be applied to the cost, and standard terms and conditions.
3. If your agency’s GIS Technical Committee representative accepts the proposed terms specified in the project agreement form, he or she must make written notification to the KCGIS Center Client Services Manager who will then schedule the tutoring.
4. Your agency will be billed by the KCGIS Center for any balance of costs not covered by available training credits.

*For more information, see [Guidelines for Student Use of Credits on the next page](#).*

## Guidelines for Student Use of Credits

- Credits are for the use of King County employees only.
- Training credits are allocated to each King County GIS Technical Committee member agency, except the KCGIS Center. The amount of the annual allocation is dependent on the availability of funds. New training credits are allocated across all King County agencies based on the number of ArcGIS software licenses in use per agency.
- Use of an agency's credits requires approval by that agency's GIS Technical Committee representative or designated alternate.
- Credits may be used for any GIS training offered by the King County GIS Center.
- Credits may be used for GIS training delivered by outside vendors in the King County GIS Training Room.
- Credits may be used to pay for one-on-one tutoring by King County GIS Center instructors. The cost in credits for tutoring will be determined by the standard, published [Client Services hourly rates](#).
- Credits may be traded or transferred between King County agencies, if approved by the King County GIS Technical Committee representative of each agency that is a party to the transfer.
- If an agency's available credits are less than the total cost of a class or classes, credits may be combined with a standard method of interagency payment to satisfy the total cost.