

# How do I participate in the Immanuel Continuing Education Assistance Program

## Step 1.

Read the Immanuel Continuing Education Assistance Policy to its entirety.

If you have questions or need clarification please contact HumanResources *before* proceeding to the following steps.

### Step 2.

Complete and submit the Immanuel Continuing Education Assistance Application electronically on-line - **DO NOT PRINT OFF** 

## Step 3.

Submit the supporting documentation listed below;

I am responsible for submission of all required supporting documentation from schools website;

- Copy of the classes registered for/class schedule

#### Cost per credit hour from school website.

#### **Documentation for any applicable fees**

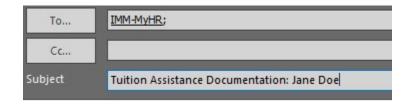
The supporting documentation mentioned above can be emailed to:

myhr@immanuel.com

- subject line: Continuing Education Assistance documentation
- (your name)

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or faxed to 402-829-2963