



Just-in-Time (JIT) Request Form

The Just-in-Time (JIT) is a method that allows participation from employees who are unable to attend regular Employees' University (EU) classes. If your department has a group of employees who would like to take the same EU class, it can be arranged just-in-time to fit your schedule and your business objectives.

Classes can be held at your department or at the EU training center and can be customized to fit your departmental needs. The EU can conduct a single class or a series of classes just for your department.

A minimum of 12 participants is required for a JIT class and special discounts apply for large groups.

Fees: *Fees are based on the number of employees in attendance and not the number of registrations.*

County departments pay the following rates for regular (non-extension) classes.

- | | | |
|------------------|------------------------|---------------------|
| • Half-day class | Less than 20 employees | = \$25 per employee |
| | 20 or more employees | = \$20 per employee |
| | 40 or more | = \$15 per employee |
| • Full-day class | Less than 20 employees | = \$50 per employee |
| | 20 or more employees | = \$45 per employee |
| | 40 or more | = \$40 per employee |

Extension courses (no academic credit):

- Fees vary and some classes are free. Call the EU for additional information.

Miscellaneous fees:

- A supply and materials charge may apply for groups of 20 or more
- Call the EU for additional information.

Registration:

Complete the form below and email or fax the form to the EU. We will contact you within 2 – 3 days after receipt of this request.

We require all participants to complete the online EU master registration form, if they are first-time students, **and** the class registration form. The EU will provide a roster on the day of the class which must be signed by all participants. Participants must also complete any required assignments.

If you have questions, contact the EU at x1740.



Just-in-Time (JIT) Request Form

Department: _____

Contact Name: _____

Contact Number: _____

EU Course Requested: _____

Number of Participants: _____

Class Time: _____

Date Requested: _____

(i.e., 8:00-5:00, 8:30-4:30)

Location of the class: (i.e. EU or other) _____

1. _____

2. _____

3. _____

Comments _____

Please forward this form to:

EU Training Coordinator
Employees' University
County of Santa Barbara
267 Camino del Remedio
Santa Barbara, CA 93110
tel 805-692-1740 / fax 805-692-1741