

<b>WEST VIRGINIA SUPREME COURT</b> <b>ADMINISTRATIVE OFFICE</b>  ***** <b>EDUCATIONAL PLAN</b> *****	<b>FOR AO USE:</b> <b>Relevance:</b> _____ <b>Leave:</b> _____ <b>Initials:</b> _____ <b>Date:</b> _____
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For information on educational benefits, see sections 8.6, 9 and 10 of the *West Virginia Judicial Personnel System Manual*.  
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Name: \_\_\_\_\_ Position: \_\_\_\_\_

Office Address: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date Completed: \_\_\_\_\_

1. Educational Goals:  
Long Range \_\_\_\_\_  
Short Range \_\_\_\_\_

2. Relevancy of Educational Goals to Present Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Courses to be taken to achieve goals: \_\_\_\_\_  
\_\_\_\_\_  
(degree requirements can be attached)

4. Relevancy of Courses to Present Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Estimate of Total Costs: \_\_\_\_\_  
\_\_\_\_\_

6. Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Supervisor's approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**EDUCATIONAL LEAVE** is available for approved continuing education seminars, conferences and non-credited courses only. Educational leave will not be granted for college courses. See Section 8.6 of the *West Virginia Judicial Personnel System Manual*.

**FOR REIMBURSEMENT** of costs, please see Section 9 of the *West Virginia Judicial Personnel System Manual*.

NOTE: An Application for Educational Benefits must be submitted for each course. Approval of an Educational Plan does not guarantee approval of subsequent Applications for Educational Benefits.

Submit to: Director of Judicial Education, Supreme Court Administrative Office, State Capitol E-100, Charleston, WV 25305