

SHC Benefited Employees

◆ If you are a new benefited employee, you must have both worked 1000 hours and 6 months with us before your educational assistance becomes available.

You will need to log-in to your registration profile and post payment to confirm your reservation if you do not have educational assistance available.

◆ If you are a benefited employee requesting to use your education funds, your registration will remain in 'pending' status until after our Training Service Coordinator confirms you have education funds available.

Please allow up to 3 days for your registration to be confirmed.

◆ PLEASE NOTE: Your Education Funds will be drafted after the course date. Funds cannot be drafted until the course is complete. If your funds are depleted before the draft occurs, you will be responsible to pay out of pocket.

Employees are responsible for knowing the information provided in this link: [Notification of Employee Educational Assistance & LOA status.](#)