Effective September 1, 2015: At the request of Staff Council, the personal enrichment and health and fitness benefits were combined to allow employees greater flexibility in how they use these benefits. The revisions reflect some reorganization of the policy, clarifications of tax consequences, and other matters. According to Human Resources’ current practice: Tuition Remission can only be used to pay for tuition, differential tuition, and mandatory student fees, and cannot be used to pay for other costs associated with courses including but not limited to course fees, books, supplies, or exams.

**PROFESSIONAL DEVELOPMENT**

*Professional Development allotment can be used for academic credit and non-credit Continuing Education professional development courses, including customized training. Please use tuition remission by course start dates:*

- **$2,626.88**
  - Fall 2017
  - Aug 1-Dec 31
- **$2,626.88**
  - Spring 2018
  - Jan 1-May 31
- **$1,313.44**
  - Summer 2018
  - Jun 1-Jul 31

If an employee exceeds the credit hour limitation (8 hours for Fall, 8 hours for Spring and 4 hours for Summer), the employee must pay the difference.

**PERSONAL ENRICHMENT and HEALTH & FITNESS**

UP TO $985.08

PER CALENDAR YEAR

Restrictions may apply.

The health, fitness, and personal enrichment allotments are in addition to the employee Tuition Remission benefit available for academic and professional development courses.

**Note:** The value of health, fitness, and personal enrichment courses will be included in the employee’s taxable income and be subject to withholding. IRS Regulations require that Tuition Remission benefits used to register for any Personal Enrichment courses (including Health & Fitness courses) be included as taxable income and subject to withholding.

**Restrictions may apply.**

Dependents are not eligible for Personal Enrichment and Health & Fitness classes for Tuition Remission.

**Questions?**

**UNMCE REGISTRATION:**
505-277-0077, Opt. 1

**UNM HR BENEFITS:**
505-277-6947 or HRPR@unm.edu

c.e.unm.edu/TRB
### Professional Development

#### Career Training
- Active Shooter Survival Course: $125
- Global Career Development Facilitator: $1295
- Legal Assistant Certificate: $1195
- UNMCE Test Prep—Live and Online Formats:
  - GRE, GMAT: $749 per course
  - LSAT: $799

#### Health & Wellness Professions
- Certified Personal Trainer:
  - Online: NASM Certified Personal Trainer and Exam Preparation: $1295
- Accelerated Fitness Trainer Clinic: $725
- Physical Therapy Aide (NEW) Online: $3000
- Health and Medical Writer: $129-169
- Substance Abuse Studies (approval needed): $145

#### Digital Arts and IT/Computers
- CompTIA Certification:
  - A+ Certification (2 courses): $1,990
  - Network+: $995
  - Security+: $995
  - Security Essentials: $199
- IT Service Management—ITIL Foundation: $1,795
- Adobe Creative Suite:
  - InDesign: $249
  - Illustrator: $249
  - Photoshop: $249
- Apple Authorized Training—Creative:
  - Final Cut Pro X: Professional Post Production: $995
  - Logic Pro X 10.1: Professional Music Production: $995

#### Business Skills
- MBA-Lite Certificate Program: $1250
- Professional Grant Development: $595
- Project Management/PMP Exam Prep: $495-$895
- Microsoft Office: Word, Excel, Powerpoint, Access: $249 per course
- CPA, CMA & CIA Exam Prep and Review: $745-$1995

### Personal Enrichment

#### Parent Child
- Family Yoga: Jan 21 $85
- Parent-Child Musical Play (ages 0 months–4 years): Jan 27 $175
- Parent-Child Around the World with Music (ages 4-7 years): Jan 27 $175
- Parent-Child Musical Mosaic (ages 4-7 years): Jan 27 $175
- Swimming for Children/Experienced Beginners (ages 6-10 years): Feb 2 $95
- Swimming: Parent/Child (ages 3-7 years): Feb 3 $95
- Swimming: Parent/Child (ages 6 months-3 years): Feb 3 $95

#### Arts and Crafts
- Drawing and Painting with Colored Pencils: Jan 16 $95
- Drawing on the Right Side of the Brain, Part I: Jan 16 $140
- Chinese Knot Making: Jan 17 $85
- Knit a Shrug Cardigan: Jan 17 $75
- Tin Foil Art and Nicho Boxes: Jan 17 $105
- Crochet Stitch Sampler 1: Jan 20 $85

#### Music
- Hammered Dulcimer: Introduction: Jan 22 $85
- University Chorus: Jan 22 $65
- Guitar: Beginning: Jan 23 $105
- Marimba: Beginning: Jan 27 $175
- Ukulele: Beginnig: Jan 31 $175

#### Health
- Fun and Fitness for the Rest of Us: Jan 22 $85
- Salsaerobics: Jan 22 $95
- The Nia Technique: Jan 22 $105
- Yoga for Back Care: Jan 22 $105
- Yoga for the Rest of Us: Jan 22 $85

#### Cooking
- Paleo Cooking: Jan 18 $59
- French Bistro Cooking: Jan 30 $59
- Southern Indian Vegetarian Cooking: Feb 24 $59
- Northern Indian Vegetarian Cooking: Mar 10 $59
- Cuban Cooking: Mar 15 $59

Only a sample of our classes are listed on this flyer. For a complete listing of Professional Development and Personal Enrichment classes visit our website at ce.unm.edu/TRB or to request a catalog call 505-277-0077, opt 1.