

# PREP

Pirate™ Readiness Enhancement Program

## Preparing for the Future!

Human Resources is excited to announce our brand-new Pirate Readiness Enhancement Program – or PREP for short! This program has been designed to help prepare staff and faculty members for the next phase in their career. With three distinct pathways to choose from, employees can decide which best fits their career goals.

### Pirate Readiness Enhancement Program: Frequently Asked Questions

#### 1. What are the prerequisites for the program?

The only items that are important to be aware of upon registering for the Pirate Readiness Enhancement program are the following four items:

- \*Your supervisor must be notified and approve of your participation.
- \* You must complete all coursework within two years of your start date.
- \* If attending the virtual sessions, you must have a digital camera turned on.
- \* If you miss more than 10 minutes of any required training session, you will not receive credit for the that course.

#### 2. How do I sign up for the Pirate Readiness Enhancement Program?

Registration for the program can be found in Cornerstone at <http://www.ecu.edu/itcs/cornerstone/>. The job aid on how to register for a PREP pathway and coursework can be found [here](#).

#### 3. Where are the trainings located?

Participants can choose to enroll in the in-person class, which is hosted in the Human Resources Building 283 Training Room or attend virtually through Microsoft Teams. Parking directions and webinar links will automatically be sent to participants through Cornerstone's automated registration and reminder emails.

#### 4. What should I do if I cannot make a training session?

If you cannot make a session, we ask that you withdraw yourself from the course to provide others the opportunity to participate. A job aid on how to withdraw from a PREP training course can be found [here](#).

#### 5. How long do I have to complete my pathway?

Participants have two years to complete their chosen pathway; this gives employees four semesters to take necessary coursework. If you are unable to complete the coursework in two years, you will be asked to repeat the coursework that falls outside of the two-year window.

#### 6. What do I receive upon completion?

Once you complete the program, you will receive a formal certificate of completion mailed to your office by Human Resources.