Training Request & Enrollment FAQs

Q. Can all Parsons employees use LearnSpectrum?

Yes. LearnSpectrum is available to all employees in North America. As a full spectrum managed learning services provider, LearnSpectrum can save Parsons thousands of dollars a year on training related expenses - not just in the hard costs, but in labor costs resulting from time saved as well, since LearnSpectrum takes care of sourcing the right training for our employees. If you are new to LearnSpectrum and have questions, feel free to contact Parsons' Talent & Organizational Development Team for support.

Q. How do I request approval for my training enrollment?

First, discuss the training need with your manager and obtain their approval prior to requesting a quote for a course. Then, using the customized microsite, enter the data for the requested course. The form will open with all the fields you need to submit for registration. Note: You will need to know the name of your direct manager and the charge code to charge for training.

Q. What if I don't know the project code for training?

You will need to obtain approval from your manager to obtain training externally and have your manager provide you with the appropriate charge code prior to requesting training through LearnSpectrum.

Q. How is training paid for?

Training budgets come from your operating unit. All approvals for any training related expenses will also come from your direct manager. All training charge codes will be provided by your direct manager.

Q. How is training approved if there is not a training budget and my operation does not have a training fund?

All training funds come from the operation level. If you need training, please talk with your manager to find out how it will be funded.

Q. How long does the training approval process take?

The approval process beings immediately upon submission of a registration request. An email will be sent to your manager and your sector manager (i.e., the budget approver) simultaneously, asking them to respond with their approvals. If LearnSpectrum has not received all approvals back with 48 -72 business hours, they will reach out to managers directly.

Q. Can I use LearnSpectrum for personal training?

Yes. LearnSpectrum extends their discount to all our employees as well. If you are interested in taking a course for personal / career development indicate so in the comments field. LearnSpectrum will contact you directly regarding payment methods and procedures. Typically, employees will pay with a personal credit card.

Q. Can I use LearnSpectrum for tuition reimbursement?

No. Parsons Tuition Reimbursement program covers courses taken at an accredited university toward a degree program. Requests covered under our tuition reimbursement program must be processed through our standard process.

Q. Can our sub-contractors use LearnSpectrum?

Yes. Subcontractors may use the LearnSpectrum services as well. They need to contact our account representative directly.

Q. Can LearnSpectrum coordinate a private offering for our project?

Yes. If your project has a need for a private offering (several employees needing the same training at the same time), enter the data in the portal and add a comment regarding the number of employees. LearnSpectrum will contact you regarding the event. Note that most private offerings require a minimum of 8-10 students.

Q. What do I do if I need to cancel or reschedule my training?

Training requests can be canceled or rescheduled by contacting LearnSpect
but the training providers' cancellation policies may still apply. LearnSpec
with their partners to reduce the impact of late cancellations when possible. However,
no-shows will receive the full charge for the training.

Q. How do I submit my professional certifications?

Employees will need to upload any professional certifications directly into our People Profiles.