



## HR Training and Development Course Registration Form

This form is used to request enrollment in training courses. Submission of this form does not guarantee a reserved seat in the class session requested. Your enrollment is considered confirmed upon receipt of an email confirmation from the Training & Development Unit.

Full Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Job Title of Employee: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Indicate your employment:      Oakland County      City      Village      Township

Does employee supervise others:      Yes      No

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Shaded items are for City, Village and Township (CVT) Participants only.

Course Number	Course Name	Instructor Led Training	Computer Based Training (CBT)	Course Date (CBT Expected Completion Date)	*Course Cost (CVT Only)
Example: PER111	Effective Communication Skills	✓		9/1/15	\$75

\*Instructor-led and computer based training courses are **available to Oakland County employees at no cost** to individual employees or departments.

It is your responsibility to ***request your supervisor's approval before enrollment*** and inform your supervisor of confirmed class registration and date(s) you will be attending training.

Check with your organization's contact person prior to registering for courses to ensure that Oakland County has received billing information and authorization for payment in order for you to be enrolled in courses.

Billing Registration for CVTs: [www.oakgov.com/hr/hrtrain/Documents/billing\\_registration\\_form\\_fillin.pdf](http://www.oakgov.com/hr/hrtrain/Documents/billing_registration_form_fillin.pdf)

I have read and agree to the course cancellation policy: [www.oakgov.com/hr/hrtrain/documents/cancellation\\_procedures.pdf](http://www.oakgov.com/hr/hrtrain/documents/cancellation_procedures.pdf)

Return completed registration forms to [hrtraining@oakgov.com](mailto:hrtraining@oakgov.com) or fax to 248-858-5526. Questions? Call 248-452-9945

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_