

MIAMI-DADE COUNTY Training Enrollment Form



Instructions:

- Request approval from supervisor or authorizing signature.
- **Email or fax** completed application to **(305) 375-3063**.

Very Important Notes:

- Incomplete applications will be returned to employee.
- Your enrollment is not final until you have been notified by Human Resources.
- One form per course.
- Spell out complete title of required course.

Last Name		First Name
Course Title in Full (include the level)		
Employee ID#	Department/Division/Locator DDL	Immediate Supervisor's Name
E-mail Address at work		Immediate Supervisor's Telephone Number
HR use only		
Work Telephone, Cellular and/or Beeper number		
Current Classification	Vendor	
INDEX CODE (letters and numbers):	Date	Cost
Application(s) missing the index code <u>WILL NOT</u> be processed.		

IMPORTANT:

Microsoft Suite, Technical, and Professional training

Cancellation and No Show Policy

You must notify this office no later than nine (9) business days in advance of a scheduled class if you need to cancel or reschedule your reservation. Your department will be responsible for charges if a proper cancellation is not made.

Course Prerequisites

Many courses build upon skills developed in earlier classes. It is important that the course prerequisite be completed or mastered before moving on to the next level class. You are responsible for ensuring that you have met the prerequisites for any course you want to take.

Course Attendance

On the day of class, please arrive 15 minutes prior to start time.

_____ (PRINT NAME) Authorizing Signature

_____ Authorizing Signature

_____ Approval Date

No one will be admitted to class without a completed application and approval on file. Completed application and approval must be received by Human Resources prior to scheduling a class. Applications **MUST** be submitted to your Training Administrative Officer or the applicable staff member in your Department.

For additional questions contact Delores Neuman (305) 375-3713