



## Mobile County Personnel Board – Training Department

1809 Government Street / P.O. Box 66794, Mobile, AL 36660

(251) 445-4574 (251) 470-7722-Fax

Email: [training@personnelboard.org](mailto:training@personnelboard.org) Website: [www.personnelboard.org](http://www.personnelboard.org)

### Long Course ONLINE Training Request Form

<b>Employee Name:</b>		<b>Job Title:</b>
<b>Jurisdiction:</b>	<b>Department:</b>	<b>Work Phone:</b>
<b>Work Address:</b>		<b>Work Email:</b>
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>
<b>Office Phone:</b>		<b>Email:</b>
<b>Supervisor Approval: (See additional statement below)</b>		<b>Date:</b>
<b>Department Head Name:</b>		<b>Department Head Title:</b>
<b>Office Phone:</b>		<b>Email:</b>
<b>Department Head Approval:</b>		<b>Date:</b>

#### Long Course Title Requested:

1.

I have read the Long Online Training Course description for the above long course title and understand the commitment required by my employee.

Supervisor's Initials:

#### REGISTRATION GUIDELINES

**Registration is open to Merit System employees.** Requests for Long Course ONLINE Training are processed according to available space and your training record. While acceptance into a course is not automatic, we will make every effort to include you. Failure to complete a long course may result in a significant waiting period to take a future long course.

1. Select training event from the Long Course ONLINE Training Courses schedule.
2. Complete this Long Course ONLINE Training Request Form. Be sure to obtain approvals from your jurisdiction.
3. Return the form using our fax number (251- 470-7722) or scan to our email at [training@personnelboard.org](mailto:training@personnelboard.org)
4. Emails to confirm training are sent to merit system email addresses only. If you do not have a work email address, these emails will be sent to your supervisor's email address.

(For Classroom or Short Course Online training requests, please use the appropriate training request form.)