



## Mobile County Personnel Board – Training Department

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

### Long Course ONLINE TRAINING REQUEST FORM

|                          |             |             |
|--------------------------|-------------|-------------|
| <b>EMPLOYEE</b><br>Name: |             | Job Title:  |
| Jurisdiction:            | Department: | Work Phone: |
|                          |             | Work Email: |

|                            |        |
|----------------------------|--------|
| <b>SUPERVISOR</b><br>Name: | Title: |
| Office Phone:              | Email: |
| Signature:                 | Date:  |

|                                 |        |
|---------------------------------|--------|
| <b>DEPARTMENT HEAD</b><br>Name: | Title: |
| Office Phone:                   | Email: |

|                         |       |
|-------------------------|-------|
| <b>MAILING ADDRESS:</b> |       |
| Signature:              | Date: |

**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 Classroom Training are processed according to available space and your training record. We will make every effort to confirm all requests. Confirmation emails 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.

1. Select training event(s) from the CLASSROOM schedule and complete CLASSROOM Training Request Form with approval signatures.
2. Return the form by fax or email.

Note: For Classroom or Short Online training requests, please use the appropriate training request form.