



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 Website: www.personnelboard.org

Short Course ONLINE Training Request Form

Employee Name:		Job Title:
Jurisdiction:	Department:	Work Phone:
Work Address:		Work Email:
Supervisor Name:		Supervisor Title:
Office Phone:		Email:
Supervisor Approval:		Date:
Department Head Name:		Department Head Title:
Office Phone:		Email:
Department Head Approval:		Date:

Short Course ONLINE Training	Short Course ONLINE Training (up to 6 titles)	
	Training Title(s) Requested:	For Office Use Only:
	1.	
	2.	
	3.	
	4.	
	5.	
6.		

REGISTRATION GUIDELINES

Registration is open to Merit System employees. Requests for Short 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.

1. Select training event(s) from the Short Course ONLINE Training schedule.
2. Complete this Short 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
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 Long Course ONLINE training requests, please use the appropriate training request form.)