

# Mobile County Personnel Board – Training Department

P.O. Box 66794, Mobile, AL 36660

(251) 470-7727 (251) 470-7722-Fax

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

## ONLINE Training Request Form

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Jurisdiction/Department \_\_\_\_\_ Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_ Office Email: \_\_\_\_\_

Immediate Supervisor Name: \_\_\_\_\_ Office Email: \_\_\_\_\_

Supervisory Approval \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_ Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

|                        |                                                                                                                                                                        |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Online Training</b> | <b>Online Training Option # (1 or 2)</b> _____<br>(See Online Training Options)                                                                                        |
|                        | <b>Training Title(s) Requested:</b>                                                                                                                                    |
|                        | <input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____ |

### Registration Guidelines

- **Registration is open to Merit System employees.**
- **Acceptance:** Requests for Online Training will be processed according to available online access and your overall usage of available web-based courses. Subsequent requests are not automatic, but we will make every effort to include you.
- **Enrollment:**
  1. Select training event(s) from the ONLINE schedule. The number of events that can be undertaken varies with each online training grouping. You will be granted access to only one option at a time. See information associated with each online training option.
  2. Complete an ONLINE Training Request Form.
  3. Obtain necessary approvals from your jurisdiction.
  4. Return the form to the MCPB Training Office or fax to (251) 470-7722 by the deadline.
  5. Either you or your supervisor will be notified of your acceptance in a class.

See the *Training Requests Form* for general and computer training requests.

Training Office Use Only:

Verified (initials) \_\_\_\_\_ Unclassified (✓) \_\_\_\_\_ Entered in Database by (initials) \_\_\_\_\_