



Mobile Civil Service

A Service of the Mobile County Personnel Board

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

Website: www.personnelboard.org

Training Department - Email: training@personnelboard.org or (251) 445-4573 or -4574

Long Course Online TRAINING REQUEST FORM

EMPLOYEE Name:		Job Title:
Jurisdiction:	Department:	Work Phone:
		Work Email:
SUPERVISOR Name:		Job Title:
Office Phone:		Email:
Signature:		Date:
DEPARTMENT HEAD Name:		Job Title:
Office Phone:		Email:
Signature:		Date:

LONG COURSE ONLINE TRAINING Title:

I have read the [Long Course Online Training description](#) for the above long course title and understand the 6–8 week commitment, successful completion of the course lessons and passing of the final exam required by my employee.

SUPERVISOR signature:

REGISTRATION GUIDELINES

- Registration is open to Mobile Civil Service employees.
- Use this [request form](#) for [Long Course Online](#) training.
- See [specific calendars for detailed training guidelines](#).
- Please return approved training request(s) to training@personnelboard.org or to the MCS front desk.
- Requests are processed according to available spaces. You will receive a [confirmation email](#) to show you are enrolled in the requested class.

(For Instructor-Led and Short Course Online Training requests, please use the PRIMARY TRAINING REQUEST FORM.)