



Mobile County Personnel Board – Training Department

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

(251) 445-4573, 4574 Email: training@personnelboard.org Website: www.personnelboard.org

Classroom and Live-Remote TRAINING REQUEST FORM

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

CLASS TITLE:	CLASS TITLE:
DATE:	DATE:
CLASS TITLE:	CLASS TITLE:
DATE:	DATE:

REGISTRATION GUIDELINES

Registration is open to Merit System employees. Requests are processed within a week of receipt according to availability 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 from the Classroom-Live Remote Training Schedule, complete this Classroom and Live-Remote Training Request Form with approval signatures.
2. Please return to training@personnelboard.org or leave at the front desk.

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