



## Mobile County Personnel Board – Training Department

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

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### Long Course ONLINE TRAINING REQUEST FORM

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

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

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

<b>DEPARTMENT HEAD Mailing Address:</b>	
Signature:	Date:

#### Long Course Title Requested:

1.	
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I have read the Long Online Training Course 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's Initials:

#### REGISTRATION GUIDELINES

**Registration is open to Merit System employees.** Requests for Long Online 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 from the Long Course Online Training Titles and complete the Long Course Online Training Request Form with approval signatures and your supervisor's initials.
2. Return the form by fax or email or leave at the front desk.

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