



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

Short Course ONLINE 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:

Short Course ONLINE Training		Office Use Only
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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 [Short Course Online Training Titles](#), complete the [Short Course Online Training Request Form](#) with approval signatures.
2. Please return to training@personnelboard.org or leave at the front desk.

Note: For Classroom/Live-Remote or Long Course Online training requests, please use the appropriate training request form.