



Mobile County Personnel Board – Training Department

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

(251) 445-4573, 4574 (251) 470-7722-Fax

Email: training@personnelboard.org

Website: www.personnelboard.org

Short Course ONLINE TRAINING REQUEST FORM

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

PLEASE NOTE: Courses must be reviewed completely and tests passed for credit.

Course completions will be checked and supervisors will be notified, if indicated.

Short Course ONLINE Training (up to 8 titles)		Office Use Only
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

REGISTRATION GUIDELINES

Registration is open to Merit System employees. Requests for Short Online Training 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 and complete the Short Course Online Training Request Form with approval signatures.
2. Return the form by fax or email or leave at the front desk.

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