



Mobile County Personnel Board – Training Department

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

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

UNIVERSAL 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:

REGISTRATION GUIDELINES

Registration is open to Merit System employees.

- Use this universal training request form for all training types.
- See [specific calendars for detailed training guidelines](#).
- Please return approved training request to training@personnelboard.org or to the MCPB front desk.
- Requests are processed according to availability. Confirmation emails are sent to your work email address or to your supervisor's work email address.

CLASSROOM and REMOTE TRAINING Title(s):		CLASS DATE(s):
1.		
2.		
3.		
4.		

SHORT COURSE ONLINE TRAINING Title(s):			
1.		5.	
2.		6.	
3.		7.	
4.		8.	

LONG COURSE ONLINE TRAINING Title:	
1.	
I have read the <u>Long Course Online Training description</u> for the <u>above long course title</u> 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:	<input type="text"/>