

# Human Resources Training & Organizational Development

## Training Course Registration Form

Please complete one form for each class you wish to take. Registered participants will receive at least twenty-four (24) hours notice of course cancellation. Any on-site course not attended by at least four (4) employees likewise may be subject to cancellation.

Return completed registration form to us by:

Fax: 644-9312 OR Campus Mail: Training & Organizational Development,  
MC-2733

We recommend you try our on-line registration system by visiting our web site at [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train). Additional Information: Call 644.8724

### COURSE INFORMATION

Course Title or Series \_\_\_\_\_

Course Code \_\_\_\_\_ Course Session Number \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

### EMPLOYEE INFORMATION

Last name \_\_\_\_\_ First Name \_\_\_\_\_

OMNI Employee ID \_\_\_\_\_

Dept \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ MC \_\_\_\_\_

Type of Employment: (Please circle one): Faculty, A&P, USPS, OPS, Other

Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

**NOTE: YOU MUST HAVE YOUR SUPERVISOR'S APPROVAL TO ATTEND ANY TRAINING THAT TAKES PLACE DURING YOUR REGULAR WORK SHIFT**

For assistance or an accommodation due to a disability, please contact the Training & Organizational Development Office at 644.8724. Accommodation requests must be received at least 5 working days before the training. Hearing or speech impaired individuals may contact OTD through the Florida Relay Service at 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).