



The University of Georgia

Training & Development Department

Request for Training

Office Use Only

EN WL PATD

Please complete a separate form for each course registration.

Name

SS# (last 4 digits)

Department

Building

If off-campus, include city, state, ZIP

Work telephone

Official job title

Email address

Course title

Date of program

Training code #

Time of program

For classes offered more than once per quarter, please check ONE box at right.

I request enrollment ONLY on the class date listed above

I will accept enrollment in any available class with title listed above

I understand if I leave my work area during working hours to attend training classes, I should obtain appropriate supervisory permission.

If you are a person with a disability and have special needs, please contact the Training and Development Department at 706-542-7062 prior to training sessions so that any possible accommodations can be made.

Send this form to: Training & Development

Mail address: Training & Development Center
Campus 4302

FAX number: 706-542-6495 (no cover letter needed)

Classes are filled on a first-come basis according to the date registration forms are received.