City of Baltimore

DHR Learning & Development

# Training Class Registration Form

**You can also register online at http://cobtraining.eventbrite.com/**

**The FY19 Schedule can be found online at https://humanresources.baltimorecity.gov/events/list?category=2333**

**Return this registration form to training@baltimorecity.gov or FAX: 410-545-3289**

**NO later than 3 working days prior to the scheduled class.**

**For questions, call 410-396-1411**

**Please PRINT or complete electronically**

**REGISTRANT NAME (First / Last):** _____

**Job Working Title:**_____ **Employee ID#** __ __ __ __ __ __ (6 Digits found on your paystub)

**Agency:** _____ **Division/Bureau:** _____

**Work Address:** _____

**Work Phone:** _____ **Work Email:** _____

**Supervisor's Name** _____ **Supervisor's Job Title:** _____

**Supervisor's Email** _____ **Supervisor's Phone:**_____

**AGENCY'S 26 DIGIT TRAINING BUDGET ACCOUNT CODE: (Must end in 603020 or 603026)**

___ ___ ___ ___ -___ ___ ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___ ___ - ___ ___ ___ ___ ___ ___

*Registrations will not be accepted without the correct billing code.*

Please list the classes in which you wish to enroll.

1. **Class Title** _____ **Date** _____ **Price** _____
2. **Class Title** _____ **Date** _____ **Price** _____
3. **Class Title** _____ **Date** _____ **Price** _____
4. **Class Title** _____ **Date** _____ **Price** _____
5. **Class Title** _____ **Date** _____ **Price** _____

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By my signature below, I certify that the registered employee is authorized by me for the selected class(es) with authorization for payment through the above listed agency training budget account code.

**Supervisor Name** _____**Supervisor Signature** _____ **Date** _____

**ADDITIONAL ADDENDUM FORM REQUIRED FOR ALL ADP AND HRIS CLASS REGISTRATIONS**

**Contact the City of Baltimore DHR Learning & Development Team with questions and/or to secure the addendum form:**

**410-396-1411 or trainin@baltimorecity.gov**

All registrants and their supervisor will receive calendar invite confirmations for class registrations.

Registrations are accepted and changed up to three (3) days prior to the scheduled class.

Registered "no-shows" will be billed the full class price.

Entry to classrooms is provided 30 minutes prior through 10 minutes after the class begins.