



# 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](mailto: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](tel: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 [training@baltimorecity.gov](mailto:training@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.