

Individual Application Form for CEUI / Technical Courses

NP-2 Bargaining Unit Members Only—For Agency Internal Use

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members ONLY. Seat requests must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last):

Job Title:

Agency Name:

Work Telephone Number:

Length of Service / Date of Hire:

COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A	Balancing Time, Priorities and Productivity	MA	75	187	10/6
	Yes__ NO__ N/A	CPR, AED and Basic First Aid Care	MA	75	191	11/3
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself (On-line)	MA	75	183	10/26; 11/2
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	75	192	10/7
	Yes__ NO__ N/A	Working with Different Generations in the Workforce	MA	75	186	11/4
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	First Time Supervisor – Management Training – Part I (On-line)	GW	75	175	10/8; 10/9
	Yes__ NO__ N/A	First Time Supervisor – Management Training – Part II (On-line)	GW	75	176	11/19; 11/20
	Yes__ NO__ N/A	Managing Problem Employees and Rebuilding Teams (On-line)	GW	75	182	10/22; 10/23
	Yes__ NO__ N/A	Supervisor’s Toolbox	MA	75	188	10/27

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TRADE SKILLS				
	Yes__ NO__ N/A	BluePrint Reading	GW	75	179	10/23
	Yes__ NO__ N/A	Continuing Education Electricians	TX	75	198	10/15
	Yes__ NO__ N/A	HVAC Air Conditioning & Maintenance	GW	75	177	11/13
	Yes__ NO__ N/A	HVAC Commercial Refrigeration	GW	75	178	10/9
	Yes__ NO__ N/A	HVAC Maintenance and Repair	GW	75	180	12/4
	Yes__ NO__ N/A	HVAC Steam & Hydronics	GW	75	181	12/11
	Yes__ NO__ N/A	Welding I	AS	75	194	12/9; 12/10; 12/11
	Yes__ NO__ N/A	Welding II	AS	75	195	12/15; 12/16; 12/17
	Yes__ NO__ N/A	Welding Processes I	NV	75	197	12/1; 12/2; 12/3

SUPERVISOR'S APPROVAL:

Most agencies require that Supervisor's Approval must be obtained prior to submitting applications to Training Approval Officers.

Supervisor Name: _____

Telephone Number: _____

Signature: _____

Date _____