CountyWise

Registration Form

For all classes and programs

Instructions:

1. Complete this form and fax it to 299-6877 by the "Submit By" date for the earliest class.
2. On the "Call In Date," call 299-3016. Follow the voicemail instructions to see if you were confirmed for the class. If you submit your e-mail address with your registration, you will be notified by e-mail 2 weeks before the class.
3. If you need to cancel your registration or have questions, please call our office at 299-6889.
4. For a *"FASTTRACK"* (immediate confirmation) registration, have your manager contact Employee Development.

Please Note: You must have your authorized manager's signature at the bottom of the form

Employee Information

Last First

Name

ID **#Mandatory** Your 5-digit ID can be found on your paycheck.

Job Title:_____ Union: _____

Department: _____

Pony Address:_____ Phone #_____

Your E-Mail Address: _____

If you do not have e-mail access at your desk, you may submit your home e-mail address or that of your manager to receive e-mail notification 2 weeks before the class.

Course Information

299-3016

#	Title	Class Date	Call In Date	Location	Time

Manager Approval

_____

Authorized Manager Date

In compliance with the Americans with Disabilities Act, employees requiring accommodation for any classes offered in the CountyWise Catalog must notify Employee Development (299-6889) at least ten (10) working days prior to the start date of the class.