

Human Resources Professional Development Program Course Registration Form

To confirm your program selection, complete all of the information within the Registration Form and return it to the Division of Human Resources two weeks prior to the course start date. The form is available at <http://hr.rpi.edu/update.do?artcenterkey=311> All fields are required to process registration – incomplete forms will be returned via campus mail. Program cancellations received five (5) business days in advance of the seminar are fully refundable. **If you do not attend the course and do not cancel five (5) business days in advance, your division will be charged for the full program cost.** To accommodate persons with disabilities or special needs, please contact the Division of Human Resources.

PLEASE PRINT OR TYPE INFORMATION

RIN _____ Last Name/First Name _____ Campus Phone _____

Department _____ Division _____ Campus Location _____

Fax No. _____ E-mail Address _____

Account Code _____

Supervisor's Name _____ Campus Phone _____

Supervisor's Title _____ E-mail Address _____

My job is classified as ...

Service/Maintenance

Professional

Supervisory

Management

Program Title	Date	Cost	Attendance Status (HR Staff Use)
			<input type="checkbox"/> Enrolled <input type="checkbox"/> Waiting List

I meet all requirements to attend this program and agree to the cancellation policy.

Participant's Signature _____ Date _____

I have discussed this learning event with the employee, set expectations regarding how he/she will use the content on the job and I agree to provide adequate resources (time, money, equipment etc.), to this employee so that he/she can successfully apply new information on the job.

I also understand that I may be contacted by the Division of Human Resources and asked to provide post-learning event feedback.

Supervisor's Approval _____ Date _____

RETURN COMPLETED REGISTRATION FORM TO **WILL FAHEY** IN THE DIVISION OF HUMAN RESOURCES: **FAX#:** 276-2512 or **CAMPUS ADDRESS:** Gurley Building 2nd Floor. The authorized signature must be included to process the registration; therefore, electronic registrations must be scanned prior to electronic return to faheyw@rpi.edu