



Human Resources Training and Development Computer-Based Training User License Request Form

This form is used to request an individual, annual user license for Computer-Based Training courses. Check with your organization's contact person prior to requesting a license to ensure Oakland County has received billing information and authorization for payment.

Name (First): _____ **(Last):** _____

Phone Number: () _____ **E-Mail:** _____

Organization: _____

Address: _____ City
 Village
 Township

License Provisions

The organization must purchase an annual user license for **each employee** wishing to register for CBT courses:

- ❖ A purchased license is for the sole use of the registered user and shall not be shared with others.
- ❖ Course learning is intended for the registered user only and shall not be used for group or classroom learning.
- ❖ The user license term begins the date it is activated by HR Training and ends one year from that date.

Price Structure

The organization will pay Oakland County the license and course fees as detailed below:

Service	Fee
Annual license issuance fee	No charge
Individual course registration fee*	\$35.00

*The organization will be charged a fee of \$35.00 for each course started.

Important Notes

- ❖ **Prior** to requesting a user license and starting a course, you must inform your supervisor of your request for training and the cost per course you would like to take.
- ❖ The CBT Program is web-based. Once the request form is received, log-in credentials will be issued and sent via U.S. mail to the requesting employee. This information will be accompanied by other helpful materials to assist the new user.

Supervisor's Signature: _____ **Date:** _____

Please return completed form to Oakland County HR Training & Development

2100 Pontiac Lake Road, Bldg. 41W
 Waterford, MI 48328-0440
 Telephone: 248-452-9945 Fax: 248-452-9893

For HR Training Use Only User License Start Date: _____ End Date: _____