



# Human Resources Training and Development Course Registration Form

This form is used to request individual enrollment in Oakland County HR Training courses. Please print responses in the spaces provided. Check with your organization’s contact person prior to registering for courses to ensure that Oakland County has received billing information and authorization for payment in order for you to be enrolled in courses.

**Name (First):** \_\_\_\_\_ **(Last):** \_\_\_\_\_

**Phone Number:** (    ) \_\_\_\_\_ **ext:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Organization:** \_\_\_\_\_  City  
 Village  
 Township

**Address:** \_\_\_\_\_

**You must discuss training requests with your supervisor prior to registering. It is your responsibility to inform your supervisor of training date(s) and costs.**

| Course Number | Course Name(s) | Course Date | Course Time | Course Cost |
|---------------|----------------|-------------|-------------|-------------|
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|               |                |             |             |             |
|               |                |             |             |             |

**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

**Submission of this form does not guarantee a reserved space in the class session requested. Your enrollment is not considered confirmed until you receive an e-mail confirmation from HR Training.**