



OAKLAND COUNTY
 INFORMATION TECHNOLOGY
 1200 N TELEGRAPH ROAD
 PONTIAC MI 48341
 Phone (248) 858-0810
 Fax (248) 858-1006
training@oakgov.com

TRAINING REGISTRATION FORM

Please complete this form and submit by mail to the Information Technology Reception Desk or scan the completed form and email to training@oakgov.com or fax to (248) 858-1006.

ON-LINE REGISTRATION AVAILABLE

For more information visit the IT Training Center Web Site at <http://www.oakgov.com/ittrain/>.

Student Name: _____ Dept/Div: _____

Phone: _____ Email: _____ Employee ID #: _____

List your course request(s):

Course Name: _____ Course Date: _____

Course Name: _____ Course Date: _____

Course Name: _____ Course Date: _____

Course Name: _____ Course Date: _____

A confirmation letter will be sent to confirm your seat. If you find that you are not able to attend the course you have registered for, please notify us at least 5 business days prior to the course start date by calling (248) 858-0810. If you are unsure about the prerequisites for the course you are registering for, please see [Course Descriptions](#) or contact (248) 858-0810.

NOTE: Due to the [IT Building Security Policy](#), all students will be escorted to the training rooms. Please plan on arriving 10 minutes prior to the course start time. Oakland County employees must wear their County ID badge. Anyone without a County ID badge MUST sign in at the receptionist desk and obtain a temporary ID.

Student Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____