



OAKLAND COUNTY  
INFORMATION TECHNOLOGY  
1200 N TELEGRAPH ROAD  
PONTIAC MI 48341

Phone (248) 858-0810 Fax (248) 858-1006

TRAINING REGISTRATION FORM

Please complete this form and submit to the Information Technology Reception Desk or fax to (248) 858-1006.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

List your class request(s):

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

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

NOTE: Due to the [IT Building Security policy](#), all students will be escorted to class. Please plan on arriving 10 minutes prior to class. Oakland County employees must wear their County ID badge when attending class. 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: \_\_\_\_\_