

REQUEST FOR TRAINING



(This is a PDF fillable form.)

INSTRUCTIONS:

1. This form must be used to request any personnel training provided by the State Personnel Training Division, or technical training provided by Auburn University at Montgomery or other outside training vendors.
2. Any costs associated with training must first be approved in accordance with the policies and procedures of each division, prior to submission of this form to the Training Coordinator.
3. All necessary approvals must be obtained prior to final submission of this form. **NO TRAINING WILL BE SCHEDULED WITHOUT THIS COMPLETED FORM.**
4. **Once completed, this form may be emailed to: training@abc.alabama.gov.**
5. Once the training has been processed, the employee scheduled for training, the supervisor, and the Division Director will be notified of the specific details of the training.

Name	SSN (last 4 only)	Course Title	Provider	Date Preference (subject to availability)	Cost

The submission of this completed form to the Training Coordinator denotes that all necessary approvals are in accordance with the policies and procedures of the respective division and the Administration.

Division: _____ Supervisory Approval: _____ Date: _____

Division Director Approval: _____ Date: _____