Individual Application for State In-Service Training Program

A note to Training Approval Officers:
This application is provided for your agency's internal use only.

Important notes to Applicants:
- Direct all questions regarding timelines and procedures to your agency Training Approval Officer. Each agency has unique policies concerning deadlines, eligibility, and the registration process.
- Be sure to carefully check the dates and times of the courses for which you are applying, for any potential conflicts. **No seat changes or withdrawals are allowed once seats have been assigned.**
- Certificates will be issued at the end of each course. **Employees who leave at any point before the instructor ends the class will not be given a certificate.**
- Maps and driving directions are available online: http://bor.ct.edu/inservice/docs/Maps and Directions.docx

---

Information about the Applicant:

Name: Title:

Phone: Department:

Address:

Course Information - One Course Per Page:

Course Title:

Course Number: Date(s):

Fee:

I meet the prerequisites listed in the course description: ____Yes ____No ____None Listed

---

Supervisor's Approval

Name:

Title:

Signature: Date:

Additional Notes or Information: