

Individual Application Form for CEUI / Technical Courses

NP-2 Bargaining Unit Members Only—For Agency Internal Use

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members ONLY. Seat requests must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last):

Job Title:

Agency Name:

Work Telephone Number:

Length of Service / Date of Hire:

COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class.

Register only for classes you can reasonably attend in any one term!

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Breaking the Anger Cycle- Non-Supervisors	TX7	09	13	Monday, September 28, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Conflict Resolution in the Workplace	TX7	09	09	Monday, November 9 & Monday, November 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Positioning Yourself for Promotion	QV7	10	48	Wednesday, October 28, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Spanish for Supervisors	MA7	10	44	Tuesday, October 20, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Spanish for the Workplace	MA7	10	43	Friday, October 16, 2009
		COMPUTER TECHNOLOGY				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Computer Basics Plus	TX7	09	10	Fridays, October 9 & 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Excel 2003 - I (Introduction)	CA7	08	98	Friday, October 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Word 2003 - II (Intermediate)	CA7	08	99	Wednesday, September 23, 2009
		LEADERSHIP SKILLS				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Breaking the Anger Cycle-Supervisors Only	TX7	09	12	Monday, September 21, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Leadership Skills for Effective Supervision	TX7	09	14	Monday, October 19 & Tuesday, October 20, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Sidestepping Supervisory Potholes	CA7	09	00	Monday, September 14, 2009
		TECHNICAL ADVANCEMENT				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Advanced Institutional Fire Safety	CA7	09	01	Fridays, September 18; September 25; October 2, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Basic Electricity	AS7	10	75	Wednesday, October 21, Thursday, October 22, Friday, October 23, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Blueprint Reading – Introduction	MA7	10	45	Thursdays, September 17, September 24, October 1, 2009

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TECHNICAL ADVANCEMENT CONT.				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Green Technology: Energy & Resource Efficiency for Maintainers & Custodians	NW7	09	21	Friday, October 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Introduction to Hybrid Vehicles	GW7	10	71	Thursday, October 8, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	OSHA: General Industry Certification	MA7	10	46	Wednesdays, September 16, & September 23, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Small Engine Repair	GW7	10	66	Wednesday, October 7, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Welding I	AS7	10	73	Wednesday, October 14, Thursday, October 15, and Friday, October 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Welding II	AS7	10	74	Wednesday, November 4, Thursday, November 5, and Friday, November 6, 2009
		WORKPLACE WELLNESS				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	CPR for Adults Certification Course – Red Cross Training	QV7	10	47	Monday, October 19, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	CPR for Adults Certification Course- American Heart Association	GW7	10	63	Tuesday, September 22, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	CPR Certification Course –Class for Southern CT State University Employees Only	GW7	10	64	Tuesday, September 29, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Easing Neck, Shoulder & Back Pain Level 1	NW7	09	11	Friday, October 30, 2009

SUPERVISOR'S APPROVAL:

Most agencies require that Supervisor's Approval must be obtained *prior* to submitting applications to Training Approval Officers.

Supervisor Name: _____

Telephone Number: _____

Signature: _____

Date _____