

## OFM Training Registration Form CMA-VIGNETTE TRAINING

Please fill out the form completely and obtain Site Administrator approval prior to registering.

DTMB/OFM/Support Services  
Romney Building, Fifth Floor  
111 S. Capitol  
Lansing, MI 48913

Phone: (517) 241-7726  
Fax: (517) 335-6648

### ABOUT YOU AND YOUR WORK SITE

#### PLEASE PRINT

Name: (Last, First, Middle Initial)	Employee Identification Number:
Department: (ex. OSB/OFM)	Division: (ex. Support Services)
Section: (ex. Training)	Office Street Address, Including Zip Code:
Building & Floor: (ex. Romney Bldg., 5 <sup>th</sup> Floor)	ID Mail Run: (ex. Lansing, Southwest, US Postal)
Civil Service Classification: (ex. Secretary, Analyst)	Supervisor's Name & Phone Number:
Work Phone Number:	*Home Phone Number: (See Note Below)
E-mail Address:	FAX Number:

#### ABOUT YOUR SPECIAL NEEDS

Do You Need Special Assistance To Take Classes (Describe)?

Do You Need A Signer? Yes \_\_\_ No \_\_\_

Do You Need Someone To Read? Yes \_\_\_ No \_\_\_

Other \_\_\_\_\_

Approval of Department Training Coordinator (if required)

(Signed) \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

#### CMA COURSE REQUESTS

**(Please obtain Site Administrator approval prior to registering)**

<u>Course</u>	<u>Date</u>	
	<u>1<sup>st</sup> Choice</u>	<u>2<sup>nd</sup> Choice</u>
CMA	_____	_____
CMA 2	_____	_____
SITE	_____	_____
_____	_____	_____
_____	_____	_____

Dates that you **CANNOT** attend training during next 3 months:

**PLEASE NOTE: If you do not receive an e-mail confirmation within one week of submitting your registration or the week before the class, please contact the OFM Training Coordinator at (517) 241-7726.**

\* Unless completed, we will not be able to reach you at home for notification of a canceled class.