

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) 373-0297

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 th 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 and or SITE Administrator (if required)

(Signed) _____

Phone #: () _____ - _____

CMA COURSE REQUESTS

(Please obtain Site Administrator approval prior to registering)

<u>Course</u>	<u>Date</u>	
	<u>1st Choice</u>	<u>2nd Choice</u>
CMA	_____	_____
CMA2R	_____	_____
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.

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