

# Training Cancellation Policy

## Computerized Office Technician and

## Computerized Office Technician – Recertification Courses

This class/course has been paid for by, or supplemented with, Federal Training Funds; therefore, cancellations must be made in writing at least two weeks prior to the class/course start date. An emergency cancellation less than two weeks prior to the start of the course must be made by the participant’s supervisor, with the understanding that the participant’s work area will be billed if their seat cannot be filled by another participant.

By signing, you agree to the Training Cancellation Policy and associated fee(s).

## Cancellation policy acknowledgment

|  |  |  |  |
| --- | --- | --- | --- |
| Participant signature | Date | Supervisor signature | Date |
|  |  |  |  |

**Training courses**

|  |  |
| --- | --- |
| Training course selection (select one) | Course date(s) |
| [ ]  Computerized Office Technician[ ]  Computerized Office Technician Recertification-*Exam* (Proof of non-expired COT Certification is required prior to registering for this course exam. \*Recertification Exam Only. No Retest.) |  |

Revised: June 11, 2025DU

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation’s (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://www.michigan.gov/MDOT-ADA).