

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.

<i>By signing and dating below, you have read and agreed to this Training Cancellation Policy and associated fee(s).</i>	
Participant Signature	Date
Supervisor Signature	Date
Training Course Name (Select One) <input type="checkbox"/> Computerized Office Technician <input type="checkbox"/> Computerized Office Technician Recertification-Exam (<i>Proof of non-expired COT Certification is required prior to registering for this course exam. *Recertification Exam Only. No Retest.</i>)	Course Date(s)