

# 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.** 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)
		<b>ESSENTIAL BUSINESS SKILLS</b>				
	Yes__ NO__ N/A	Bullying in the Workplace: What It Is and How to Stop It	MA	74	371	09/19
	Yes__ NO__ N/A	Feeling Great at Work	CA	74	362	09/11 and 09/18
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself	MA	74	368	09/27
	Yes__ NO__ N/A	Professionalism, Etiquette & Conflict Management	MA	74	370	10/03
	Yes NO N/A	Retirement: Ready or Not?	MA	74	369	10/24
	Yes__ NO__ N/A	Time Management with Outlook	MA	74	380	11/08
	Yes__ NO__ N/A	Workplace Safety	MA	74	372	10/18
		<b>DEVELOPING LEADERSHIP SKILLS</b>				
	Yes__ NO__ N/A	First Time Supervisor – Management Training	GW	74	381	10/04 and 10/05
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	74	364	09/12

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		<b>TECHNOLOGY ADVANCEMENT</b>				
	Yes__ NO__ N/A	Excel 2016: Intermediate	CA	74	361	10/12
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	74	360	09/14
	Yes__ NO__ N/A	MS Office: An Overview	MA	74	367	11/15
	Yes__ NO__ N/A	Word: Introduction	MA	74	366	09/25
	Yes__ NO__ N/A	Word 2016: Introduction	CA	74	365	11/02
		<b>TRADE SKILLS</b>				
	Yes__ NO__ N/A	AutoCAD I	CA	74	359	12/14 and 12/20
	Yes__ NO__ N/A	AutoCAD: Introduction	MA	74	376	10/12
	Yes__ NO__ N/A	CDL Class B	GW	74	382	10/01, 10/02 and 10/03
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	74	363	12/21
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	74	384	11/02
	Yes__ NO__ N/A	HVAC Steam & Hydronics	GW	74	383	10/19
	Yes__ NO__ N/A	OSHA 10 – Safety on the Job	TX	74	385	10/23 and 10/24
	Yes__ NO__ N/A	Welding Processes	NV	74	379	09/17, 09/18, and 09/19

**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 \_\_\_\_\_