

TRAINING PROGRAM REGISTRATION FORM

CANCELLATION DEADLINES

Please adhere to these deadlines in order to assure the cost-effectiveness of the training programs. Most programs have a minimum participant requirement.

External Providers: 2 weeks advance notice.
Internal Providers (UCI Libraries staff): 1 week advance notice.

For unavoidable absences due to illness or other emergencies, contact Ashley Burke, Interim Technology Training Coordinator, AS SOON AS POSSIBLE (email: afburke or ext. 4-3873)

Signing this form indicates acceptance of cancellation deadlines.

Employee _____ Registration date _____
Training Activity _____
Activity Date(s) _____ to _____ Location _____
Training Provider: Internal (UCI Libraries staff) _____ External _____

For technology training, statement of relation to job/position activities and training goals:

Employee _____ Date _____

Supervisor _____ Date _____

Department Head (if not supervisor) _____ Date _____

___ Approve ___ Do not approve

___ Approve ___ Do not approve

If not approved, notify and give to employee with a written explanation.

Forward to Ashley Burke, Interim Technology Training Coordinator, SL 129

Internal use only

cancellation date _____ reason _____
attended _____ yes _____ no *Notify supervisor if cancellation after deadline or no-show.*