Use the new online PDLM E-Application to register for the CUNY Professional Development Program courses listed in the PDLM Course Catalog and Program Schedule. The new “PDLM E-Application” will enable PDLM to process your course registrations more quickly and accurately. (Note: Do not use the “PDLM E-Application” to register for DCAS Citywide Training Center courses conducted at 2 Washington Street or other CTC locations.)

The PDLM E-Application is easy to use and instructions are provided below. If you have questions about registering for training programs, contact your college Human Resources Office. If you have specific questions about the PDLM E-Application, contact OHRM/PDLM at University.Training@mail.cuny.edu.

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<th>PDLM E-Application Instructions</th>
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<tr>
<td>1. Click on the link to access the PDLM E-Application instructions and form: <a href="#">PDLM E-Application</a>.</td>
<td>Alternatively, go to <a href="http://www.cuny.edu/training">www.cuny.edu/training</a>, click REGISTRATION, then click PDLM E-Application.</td>
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| 2. Complete Sections 1 and 2 of the PDLM E-Application online. (Be sure to type your name as your signature at the end of Section 2.) | The PDLM E-Application is divided into four sections:  
• Section 1 – Name, CUNYfirst Employee ID #, and Work Information  
• Section 2 – Course Requests  
• Section 3 – Supervisor/Manager Approval and Signature  
• Section 4 - Human Resources Office Authorization |
| 3. Print the PDLM E-Application. | |
| 4. Obtain your supervisor’s signature in Section 3. | |
| 5. Submit the hard copy E-Application to your Human Resources Office for HR Authorization and Signature in Section 4. | |
| 6. Your HR Office will submit the completed PDLM E-Application to the OHRM Professional Development & Learning Management Office. | The HR Office should scan and submit completed PDLM E-Applications via current submission procedures. |

COME LEARN WITH US!