



Office of Human Resources Management  
 Professional Development and  
 Learning Management  
 555 West 57th Street, 11th Floor  
 New York, New York 10019

Date: \_\_\_\_\_

OHRM Professional Development & Learning Management Office PROGRAM/COURSE APPLICATION 2007-08			
Last Name (Please Print)	First Name (Please Print)	MI	
Payroll Title	Office/Functional Title		
College/CUNY Location			
Department/Work Unit			
Work Address (Street, Floor, Room #)			Zip Code
Work Phone	Work Fax	Work E-Mail Address	

SELECTED COURSES					
Course Code	Course Title	Level	Course Date(s)	# Days	Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

## SUPERVISOR AUTHORIZATION

<b>Supervisor's Name (Print Clearly)</b>		<b>Title</b>	
<b>Work Phone</b>	<b>Work Fax</b>	<b>Work E-Mail Address</b>	
<p>By my signature, I certify that this employee is authorized for training in the course(s) requested and confirm that this employee has taken, where applicable, the prerequisite basic courses and/or has demonstrated the skill necessary to participate successfully in advanced-level coursework. Additionally, I understand that this employee is excused from normal work assignments during the hours of training and is required to attend the training course(s), as scheduled, once registration confirmation is received.</p>			
<b>Supervisor Signature</b>		<b>Date</b>	

Please note that authorization from the Human Resource/Personnel Office is required for registration for all courses except those designed for members of the campus Sexual Harassment Awareness and Intake Committee.

## HUMAN RESOURCE/PERSONNEL OFFICE AUTHORIZATION

<b>HR/Personnel Officer (Print Clearly)</b>		<b>Work Phone</b>	
<b>Human Resource/Personnel Office Signature</b>		<b>Date</b>	

Please send completed form to the address or fax number below.

Professional Development & Learning Management  
Office of Human Resources Management  
The City University of New York  
555 West 57th Street, 11th Floor  
New York, New York 10019  
Tel: 646-758-7940  
Fax: 646-758-7948  
[University.Training@mail.cuny.edu](mailto:University.Training@mail.cuny.edu)  
[www.cuny.edu/training](http://www.cuny.edu/training)