**OAKLAND COUNTY
INFORMATION TECHNOLOGY
1200 N TELEGRAPH ROAD
PONTIAC MI 48341
Phone (248) 858-0810**

TRAINING REGISTRATION FORM

Oakland County employees can search and register for a course by accessing **Workday**, clicking the **Learning** worklet, then selecting **Discover…Browse Learning**.

City/Village/Township (CVT) and contract employees must complete this form and then scan and email to training@oakgov.com.

Student Name: **CVT:**

Phone: **Email:**

List your course request(s):

Course Name: **Course Date:**

Course Name: **Course Date:**

Course Name: **Course Date:**

Course Name: **Course Date:**

A confirmation letter will be sent to confirm your seat. If you find that you are not able to attend the course you have registered for, please notify us at least 5 business days prior to the course start date by calling (248) 858-0810. If you are unsure about the prerequisites for the course you are registering for, please see Course Descriptions or contact (248) 858-0810.

NOTE: All onsite training courses will be held at either the **Executive Office Building (EOB) Conference Center** or **Information Technology (IT)**. If this is a virtual course, a link to access the training and any needed course materials will be emailed to you prior to the course start date.

Student's Signature: **Date:**

Supervisor's Signature: **Date:**