

UNIVERSITY OF LOUISIANA AT LAFAYETTE
University Approved Training Courses Application
Classified Staff

ALL CLASSIFIED EMPLOYEES taking University Approved Training Courses must complete and submit this form to the Human Resources Office, Room 170, Martin Hall. You must be admitted to the University before completing this form. This form must be completed EACH semester prior to registering for any University Approved Training Course. **YOU CAN ONLY TAKE ONE THREE HOUR COURSE DURING YOUR REGULAR WORK SCHEDULE. If you change your schedule after this form is completed, a new revised form must be submitted to the Human Resources Office.**

Employee's Name	CLID#	Email Address
Employee's Signature	Work Location/Building	
Employee's Title	Department	Work Phone #

COURSE REGISTRATION:

Semester	Course Name		
Course Number	Days/Week	Time	Credit Hours

WORK SCHEDULE:

___ I recommend the above mentioned employee be permitted to schedule the above course as requested.

___ Request to attend the course described above is denied due to the following reason(s).

Supervisor Signature	Date
Department Head Signature	Date
Vice President Signature	Date

****This section is to be completed by the Human Resources Department.****

ELIGIBILITY VERIFICATION:

Is this an approved university training class? Yes No

Human Resources Officer Signature	Date
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