



City of Albuquerque
 Employee Learning Center
 1 Civic Plaza NW
 Basement, City Hall
 (T) 505-768-3200 (F) 505-768-3295
publicserviceuniversity@cabq.gov

Registration forms must be submitted via email or fax.

Training Registration and Approval Form

Program: Train the Trainer

Time: 8:00am – 5:00

Location: Employee Learning Center, Basement of City Hall

Cost: \$75 per participant

Session Dates (Please select one):

TTT 20-1	TTT 20-2	TTT 20-3	TTT 20-4	TTT 20-5
08/26/19- 08/27/19	11/4/19 - 11/5/19	02/10/20- 02/11/20	04/20/20- 04/21/20	06/15/20- 06/16/20

Participant Information

Full Name:		Employee ID #:	
Department:		Division:	
Job Title:		Grade:	
Work Phone:		Work Email:	
Date of Hire:		Supervisor position start date:	

Supervisor Information

Supervisor:		Supervisor's Initials:	
Work Email:		Work Phone:	

Funding Source

Fund:		Account #:	
Department #:		PC Bus. Unit:	
PC Project:		PC Activity:	

Requirements: All funding information must be provided.
 The Director's signature serves as approval for fees and attendance.

Director's Name (Print)

Director's Signature

Date