



City of Albuquerque  
 Public Service University  
 1 Civic Plaza NW  
 Basement, City Hall  
 (T) 505-768-3200 (F) 505-768-3295  
[publicserviceuniversity@cabq.gov](mailto:publicserviceuniversity@cabq.gov)

Registration forms must be submitted via email or fax.

**Training Registration and Approval Form**

**Program:** Train the Trainer

**Time:** 8:00am – 5:00pm

**Location:** Public Service University, Basement of City Hall

**Cost:** \$75 per participant

**Session Dates (Please select one):**

TTT 20-1	TTT 20-2	SDP 20-3	SDP 20-4	SDP 20-5
08/26/19- 08/27/19	10/21/19- 10/22/19	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 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