State of Hawaii - Department of Human Resources Development Sponsored Courses

Human Resources Development (HRD) Registration Form 410

Employee Name (Last, first, M.I.): Click here to enter text. Email address: Click here to enter text.

Dept/Division: Click here to enter text. Phone Number: Click here to enter text.

With my signature, I acknowledge that I have requested State of Hawaii training approval and funding to attend the following courses. I hereby give my consent, as is required by the Family Education Rights and Privacy Act of 1974, to have my education records disclosed solely for the purposes of verifying my attendance in the below mentioned courses.

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

Information released to: **DHRD HRMS Training Administrator and DPO**

(Note: no additional information about your educational records will be disclosed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Provider | Course Code/Session | Date of session | Course Description | Cost |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  |  |  |  |

DEPARTMENTAL INSTRUCTIONS:

1. For UH/CC courses, send this completed form directly to the course provider
2. For all other in-service training, send this registration to employees departmental personnel office
3. Persons who have a need for auxiliary aids and services requests should note this on the Form 410 and submit no later than 15 working days prior to the start of class

**METHOD OF PAYMENT: Check one box and complete requested information**

P-Card P-Card Holder’s Name: Click here to enter text.

P-Card Holder’s E-mail address: Click here to enter text.

P-Card Holder’s Contact Phone Number: Click here to enter text.

P-Card Billing address: Click here to enter text.

Check Check #: Click here to enter text.

PO PO#: Click here to enter text. (Transmit Ecopy to vendor – mail original hard copy)

I have determined that this training is appropriate for the person/s listed above.

Signature of Authorized Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dept. Head or Authorized Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_