ITD Tech Training

Enrollment Request Form

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Please fill out completely to register. If the courses are filled, the requester will be put on the appropriate waiting list. All requests are first come, first receive basis. Any questions regarding training information please call the technical training staff, at (602) 712-7382.

Fax requests to ITD Tech at (602) 712-3007 ATTN: Patricia Bravo. Please mail original form and registration fee to: ITD Tech 069R * 1130 N. 22nd Ave.* Phoenix, AZ 85009.

Please PRINT or TYPE. <u>All information is required to process your enrollment. Incomplete forms will not be processed.</u>

Name: _____ Date: _____

EIN: _____ Agency: _____ Org: _____

Job Title: _____E-mail Address: _____

Phone: _____ Fax: _____

Mailing Address: _____ Mail Drop: _____

City: _____ State: _____ Zip: _____

Course Name	Course Date	Location

A final confirmation will be sent to you 1 week prior to the class with detailed logistics regarding course.

<u>ADOT</u>**: I authorize the Accounting Department to transfer from ORG _____ to ORG 9085 (A5652) $_____.

Print Supervisor's Name: _____Phone:_____

Supervisor's Signature: _____

(Supervisor's signature required for "No-Show" fee to complete registration)

<u>For other Government agencies</u>**:

There is a registration fee required prior to attending each course. Please contact ITD Tech at 602-712-7382 for course fees. Please make checks payable to ADOT.

<u>For private agencies</u>**:

There is a registration fee required prior to attending each course. Please contact ITD Tech at 602-712-7382 for course fees. Please make check payable to ADOT.

Please give 3 business days notice of cancellations prior to course to avoid the $50 "no-show" fee for each day of training. Substitutions are accepted with notification.

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