

Please submit this form electronically after completing all sections, by clicking Submit Form above. You must use Internet Explorer to submit, not Google Chrome or Mozilla Firefox. If you need assistance, see contact information below.

Registrants must obtain permission from their immediate supervisors to attend a class, clarifying whether attendance will be on paid time or leave time. If there is a fee for the course, registrants must also obtain payment approval from their Business Office or appropriate manager. The Summit is not responsible for ensuring the appropriate use or reporting of time, or for expense approval.

By checking this box I confirm that I have obtained approval from my supervisor to attend this course, and from the appropriate manager or business office for payment if relevant.

I'm currently a designated Supervisor. I'm not currently a designated Supervisor.

Course Title: _____ Course Begin Date: _____

Course Code: _____ Course Session: _____

Employee Name: _____ Employee ID: _____

Employee E-mail and Phone: _____

Employee Agency: _____ Dept: _____ Worksite Town: _____

Emergency Cancellation Phone: _____

Approving Supervisor's Contact Information:

Name _____ Email _____ Phone _____

You Should Know

- You will receive an e-mail about your enrollment (confirmed, denied, or more information needed) within five (5) business days of our receipt of this form. Please check with us if you do not receive an email.
- Please register ten (10) or more days in advance of the course. We do not maintain a waiting list if the course is full, and must make printing and other decisions.
- If the minimum course enrollment is not reached ten working days before the course begins, the course may be cancelled. You will be notified as soon after that date passes as possible, and at least 24 hours before the class date.
- Please contact us as soon as your registration is confirmed if you require a special accommodation for this training. This will allow us to make necessary arrangements on your behalf.

Contact us at:

The Center for Achievement in Public Service (CAPS)
32 College Street, Montpelier, VT 05620-2801 / VCFA Schulmaier Hall 1st. Floor
Phone: 802-828-2751 / Fax: 802-828-2809 / Email: marlene.poirier@state.vt.us