



Connecticut State Employee Fall 2024 In-Service Training Registration Form

Please download this form to complete it and return it to OWLL@SouthernCT.edu

Notes to Applicants:

- OWLL In-Service Training registration ends three (3) business days before each training start date.
- All State of CT employees are eligible to register for training.
- If minimum enrollment is not met, registrants will be informed of course cancellations by email no less than 24 hours before the training starts.
- Digital credentials are issued at the end of the training. Employees who leave before the instructor ends the class will not successfully complete the training and will not earn a credential.
- No cancellations, withdrawals, or refunds once seats are assigned. The agency may arrange for a replacement employee to use the purchased seat by first emailing OWLL@SouthernCT.edu and including the following information: training course number, training title, start date, and the replacement employee's email address & telephone number.
- Please note, registration staff may contact you for more information if other students have the same name.
- Maps and directions to Southern CT State University are available at: www.southernct.edu/campus-map

All information is required unless otherwise noted

Applicant Information

First name: _____ **Last name:** _____

Title: _____ **Agency/Dept:** _____

Email: _____ **Cell phone:** _____

Home address: _____

Town: _____ **State:** _____ **Zip:** _____

DOB (MM/DD): _____ **Banner ID (if known):** _____

Student NetID (if known): _____ **Dept. Index#/Org# (if known):** _____

Training Registration Information

Course ID	Training Title	Date	Cost

Supervisor's Approval

Name: _____ **Title:** _____

Signature: _____ **Date:** _____