

**Citywide
Training & Development**

1111 E. Broad St. LL01
Columbus, OH 43205
Phone: 614-645-8294
Fax: 614-645-0466



EMPLOYEE INFORMATION Please print.

Last Name: _____ First Name: _____ Middle Initial: _____

Department: _____ Division: _____ Section: _____

Job Classification: _____ Work Location: _____ Zip: _____

Work Phone: _____ Work Fax: _____ Work Email: _____

Alternate Email: _____

Classes are filled on a first come, first served basis.
Registration is not complete until you receive a confirmation letter via email or written notification.
Fax your completed registration form to 614-645-0466.

Classes held at 1111 E. Broad St. – LL01
Make sure you display your parking permit on your dashboard.

Course	Session	Course Title	Course Date	Time	Supervisor Initials

Employee Signature (required)

Supervisor Signature (required)

Registrants with special needs must contact
Citywide Training and Development
two weeks in advance of class
at 645-8294 for reasonable accommodations.

Print supervisor name _____

Supervisor work email address _____

Supervisor work phone _____

City of Columbus
Michael B. Coleman, Mayor

Department of Human Resources
Chester C. Christie, Director
Jacquilla Bass, Deputy Director

Citywide Training and Development
Drema Kirkling, Citywide Training Manager
Abbie Amos, Citywide Training Coordinator
Kris Cannon, Enterprise Training Coordinator
Ric Morrison, Registrar/Training Assistant

Please provide CTD with at least a 48 hour cancellation notice so that wait listed individuals may enroll in a class.