

DMHAS Fall 2009 Individual Application Form - CEUI / Technical Courses

NP-2 Bargaining Unit Members Only (DMHAS Employee Submission deadline is August 21, 2009)

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members ONLY. **This application must be reviewed and signed by your supervisor.** Applications must be submitted by facility-designated "Training Approval Officers" or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

PAGE 1 APPLICANT INFORMATION AND COURSE REQUESTS – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last):

Employee #:

Job Title:

DMHAS Facility Name:

Division or Work Unit:

Work Telephone Number:

Length of Service / Date of Hire:

COURSE INFORMATION:

Listed below, and on the second page, are the courses available this term. Put a check in the box next to the course(s) you'd like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Breaking the Anger Cycle- Non-Supervisors	TX7	09	13	Monday, September 28, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Conflict Resolution in the Workplace	TX7	09	09	Monday, November 9 & Monday, November 16, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Positioning Yourself for Promotion	QV7	10	48	Wednesday, October 28, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Spanish for Supervisors	MA7	10	44	Tuesday, October 20, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Spanish for the Workplace	MA7	10	43	Friday, October 16, 2009
		COMPUTER TECHNOLOGY				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Computer Basics Plus	TX7	09	10	Fridays, October 9 & 16, 2009
	Yes__ NO__ N/A <input type="checkbox"/>	Excel 2003 - I (Introduction)	CA7	08	98	Friday, October 16, 2009
	Yes__ NO__ N/A <input type="checkbox"/>	Word 2003 - II (Intermediate)	CA7	08	99	Wednesday, September 23, 2009
		LEADERSHIP SKILLS				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Breaking the Anger Cycle-Supervisors Only	TX7	09	12	Monday, September 21, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Leadership Skills for Effective Supervision	TX7	09	14	Monday, October 19 & Tuesday, October 20, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Sidestepping Supervisory Potholes	CA7	09	00	Monday, September 14, 2009
		TECHNICAL ADVANCEMENT				
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Advanced Institutional Fire Safety	CA7	09	01	Fridays, September 18; September 25; October 2, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Basic Electricity	AS7	10	75	Wednesday, October 21, Thursday, October 22, Friday, October 23, 2009
	Yes__ NO__ N/A <input checked="" type="checkbox"/>	Blueprint Reading – Introduction	MA7	10	45	Thursdays, September 17, September 24, October 1, 2009

IMPORTANT! Please provide your name, employee number, facility and work unit on the next page. Your supervisor must review and approve this application. Please ask that they complete and sign the next page.

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PAGE 2 - APPLICANT INFORMATION AND COURSE REQUESTS – PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last):

Employee #:

DMHAS Facility Name:

Division or Work Unit:

COURSE OFFERINGS CONTINUED:

TECHNICAL ADVANCEMENT CONT.						
Yes__ NO__ N/A_X	Green Technology: Energy & Resource Efficiency for Maintainers & Custodians	NW7	09	21	Friday, October 16, 2009	
Yes__ NO__ N/A_X	Introduction to Hybrid Vehicles	GW7	10	71	Thursday, October 8, 2009	
Yes__ NO__ N/A_X	OSHA: General Industry Certification	MA7	10	46	Wednesdays, September 16, & September 23, 2009	
Yes__ NO__ N/A_X	Small Engine Repair	GW7	10	66	Wednesday, October 7, 2009	
Yes__ NO__ N/A_X	Welding I	AS7	10	73	Wednesday, October 14, Thursday, October 15, and Friday, October 16, 2009	
Yes__ NO__ N/A__	Welding II	AS7	10	74	Wednesday, November 4, Thursday, November 5, and Friday, November 6, 2009	
WORKPLACE WELLNESS						
Yes__ NO__ N/A_X	CPR for Adults Certification Course – Red Cross Training	QV7	10	47	Monday, October 19, 2009	
Yes__ NO__ N/A_X	CPR for Adults Certification Course- American Heart Association	GW7	10	63	Tuesday, September 22, 2009	
Yes__ NO__ N/A_X	CPR Certification Course –Class for Southern CT State University Employees Only	GW7	10	64	Tuesday, September 29, 2009	
Yes__ NO__ N/A_X	Easing Neck, Shoulder & Back Pain Level 1	NW7	09	11	Friday, October 30, 2009	

SUPERVISOR’S APPROVAL:

The Department of Mental Health and Addiction Services requires that Supervisory Approval be obtained prior to submitting applications to Facility Training Approval Officers.

Supervisor Name: _____ Telephone Number: _____
(Please print)

Signature: _____ Date: _____

FACILITY TRAINING OFFICER (TAO) APPROVAL: (I have verified that this applicant is a member of the NP-2 Bargaining Unit and, therefore eligible to enroll in CEUI/Technical courses.)

TAO Signature & Facility: _____ Date: _____