

Bolton, Jeffrey

From: Chace, Diane
Sent: Thursday, July 12, 2007 3:20 PM
To: DPW-DL All Users at DPW
Subject: FW: In-Service Training Program - Fall 2007
Attachments: In-Service Training Application Form.rtf; In-Service Training Catalog - Fall 2007.rtf

From: Campbell, Mary
Sent: Thursday, July 12, 2007 3:10 PM
To: Chace, Diane
Cc: Carlson, Susie
Subject: In-Service Training Program - Fall 2007

Hi Diane,

The In-Service Training Catalog - Fall 2007 package is being sent to all SMART agency liaisons for distribution. Attached to this e-mail is the Fall 2007 In-Service Training catalog and an In-Service Training Application Form for employees. Please include the following information when sending out to your agency:

A separate application form must be filled out for each class employees are applying for. All applications must be signed by the employee's supervisor and the agency head or designee. Applications without these approvals will not be processed.

Please make sure to hold the date(s) of the class(es) you are applying for. Once a seat has been reserved for you, it cannot be cancelled - if you do not attend the class, your agency still has to pay for the class.

Applications should be submitted to Mary Campbell either thru interdepartmental mail or by fax:

Mary Campbell, DAS SMART Unit, 5th Floor East, SOB or by fax to
(860) 622-2827.

All applications are to be submitted to Mary Campbell on or before Friday, July 27, 2007.
Applications received after this date will not be accepted.

If you have any questions, regarding In-Service Training, please call Mary Campbell at (860) 713-5311.

Mary J. Campbell
Administrative Assistant
DAS Small Agency Resource Team
Phone: (860) 713-5311
E-mail: mary.campbell@ct.gov