

# Employee Training Form

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**Name of training course:** \_\_\_\_\_

How does this training relate to your job duties or prospective duties?

If this training was through an institution of higher education (tuition payment/reimbursement), can prior approval from the CEO or designee be provided with this form?

Will this lead to a certificate or degree?

If yes, what is the type of certificate or degree?

What is the purpose of the course or program per Gov Code Sec 65?

What is the start and end date of the of the training class?

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I certify that I have answered all these questions accurately, and I have provided all additional required documents per the Disbursement Manual. I am in compliance with SAP 33.05.01 – Use of Public Funds for Employee Training or Education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date