

Leon County Board of County Commissioners
Management Information Services Division

Desktop Computer Software Training Enrollment Form

TO: Management Information Services: Attention – MIS Training

Student name: _____ Title: _____
Department/Division: _____ Phone #: _____
Supervisor's name: _____ Title: _____

CompUSA
2432 N. Monroe Street
Tallahassee, FL 32303
383-3730

Class name: _____ Cost of class: _____
Class start date: _____ Number of days: _____
Class start time: _____ Cancellation
deadline date: **-- 48 hours prior to start date --**

- Training enrollment forms must be complete and submitted to "MIS – Training" at least two weeks prior to the stated date of the class requested.
- Employees must obtain supervisory or liaison approval to attend training.
- MIS will confirm enrollment with the vendor and notify the employee of the confirmation.
- CompUSA will send an e-mail reminder notification three days prior to class.
- Any cancellations must be promptly reported by the requesting employee to MIS and to the vendor.
- Supervisors will be notified of no-shows or late cancellations. Emergency or special circumstance late cancellations or no-shows will be given an opportunity to re-enroll for that specific class within a 90 day time period. Should the employee not attend within this allotted 90 day timeline, the cost of the original class will be billed back to your division or agency for payment.
- A maximum of three (3) training classes is authorized for each student, while funding lasts.

SUPERVISORS PLEASE NOTE: CompUSA offers weekend and evening training. If you authorize your Career Service employee to attend after hours classes, you will need to consider the impact of those training hours on their 40 hour work week. Per HR, Career Service employee's time will need to be compensated when attending these classes with flex-time, comp-time or over-time.

Employee signature

Supervisor's signature

Date signed

Date signed