

# Individual Application Form for CEUI/Technical Courses

## NP-2 Bargaining Unit Members Only

### APPLICANT INFORMATION -- PLEASE PRINT CLEARLY!

**Applicant Name (First, Middle Initial, Last):**

**Job Title:**

**Agency Name:**

**Work Telephone Number:**

**Length of Service / Date of Hire:**

### COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would 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	Do you meet all course Prerequisites?	Course Title	Course #			Courses Date(s)
		<b>ESSENTIAL BUSINESS SKILLS</b>				
		Balancing Time, Priorities and Productivity	MA	55	431	4/9
		CPR, AED and Basic First Aid Care	MA	55	455	4/16
		Heart Saver: First Aid CPR AED	CA	55	351	6/4
		Professional & Self-Care Strategies During Stressful Times	MA	55	404	5/7
		<b>DEVELOPING LEADERSHIP SKILLS</b>				
		Effective Leadership Skills for Women	TX	55	398	6/7
		ONLINE: Managing Employees and Building Teams	GW	55	354	3/11; 3/12

Check below to apply	Do you meet all course Prerequisites?	Course Title	Course #			Courses Date(s)
			CA	55	352	
		Transitioning from Peer to Supervisor	CA	55	352	6/9
		<b>TECHNOLOGY ADVANCEMENT</b>				
		ONLINE: Excel: Introduction	CA	55	350	5/25
		ONLINE: Word: Introduction	CA	55	353	4/9
		<b>TRADE SKILLS</b>				
		Combustion Air & Indoor Air Quality & Psychometrics	GW	55	358	5/7
		HVAC Commercial Refrigeration	GW	55	355	3/26
		HVAC Maintenance and Repair	GW	55	356	4/2
		HVAC Steam & Hydronics	GW	55	357	4/23
		Low Voltage Electricity	GW	55	359	5/28
		Welding Processes I	NV	55	384	4/12; 4/13; 4/14

### SUPERVISOR'S APPROVAL:

Supervisor's Approval must be obtained prior to submitting an application.

Supervisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_