



**CCM EMPLOYEE
PROFESSIONAL DEVELOPMENT & TRAINING REGISTRATION**

Date: _____ Department ID: 01-_____ -9329
(Dept. # to be charged)

Employee Name: _____ Employee Phone #: _____

Course Name: _____ Course Section #: _____

Course Date & Time: _____

One-Day Training Programs:

Open Enrollment Course:

Cost (circle one): Full Day: \$ _____ Half Day: \$ _____ Per Schedule: \$ _____

Department Director Approval: _____ Date: _____

Director Extension: _____

Registration Completed by Bursar: _____

Date/By

- 1) Select a course and complete the top half of this form. (One course per form.)
- 2) Present to your Supervisor/Director for approval. Classes will be charged to a department's professional development budget.
- 3) Search the online WFD Course Catalog, [WFD Online Course Catalog](#) and select the class. Click on the class name to enter the student registration portal. Create an Elevate User Name and password, or if previously registered in the Elevate system, Sign In.
- 4) Complete the registration process until you reach the page titled "**Payment.**" Click **Save and Exit** to hold your seat. Registration is finalized by the Bursar's Office.
- 5) Once enrolled, present this completed form to the Bursar's Office to finish registration.
- 6) Send a copy of this signed form to Workforce Development, SCC215, Attn: C. Lutton.

Questions regarding courses, section, schedule or content may be directed to Workforce Development, extension 5187.

Updated: October 12, 2021