The Passport

Course Registration Form

ENROLLMENT MUST BE CONFIRMED IN WRITING PRIOR TO CLASS ATTENDANCE.

Please complete this form in its entirety for any course(s) you wish to register and send it through interoffice mail or email to: Human Resources, Organizational Development & Training, Internal Operations Centre 1 (IOC-1)
Phone: (407) 836-2924 Email: OD.Training@ocfl.net
Reminder: Make a copy of this form and retain for your records. Please print.

My confirmation says I'm on the waitlist. What does that mean?

It means the class is full for this quarter and your name has been put in a virtual line to wait for the next opening. Each quarter, the people on the waitlist are placed in the class first.

Employee ID# (Required)

☐☐☐☐☐☐ Name: _____

Job Title: _____

Dept: _____ Phone: _____

Email: _____

Alternate Email: _____ Supervisor's Name: _____

Please mark YES or NO to the following questions:
(Not applicable if registering for Risk Management or Emergency Management Responder Courses)

Do you wish to enroll in a Passport Learning Series/Program? YES ☐ NO ☐
If YES, which series/program? _____

Are you currently in a supervisory role? YES ☐ NO ☐
If YES, how long have you been in a supervisory role at Orange County?
Is it your responsibility to administer discipline? YES ☐ NO ☐
Is it your responsibility to conduct Performance Evaluations? YES ☐ NO ☐

Have you graduated from another Passport Learning Series? YES ☐ NO ☐
If YES, which series? _____

You may register for multiple courses on a single form; If additional space is needed to enroll in other courses, please use another registration form. Employees may register for courses by sending a registration form directly to OD Training by clicking on the button below or sending to OD.Training@ocfl.net ***no later than one week*** *before the class start date.*

Course Title	Course Code/Session	Date	Time

NOTE: After completion – Click the "E-mail to Your Supervisor" button that will launch Outlook with this form in it. Then select your supervisor's name from the Outlook Distribution List and send.

NOTE TO SUPERVISOR: After receipt – Click the "E-mail to OD Training" button for submission. This indicates supervisor approval.

E-mail to Your Supervisor **E-mail to OD Training**

If registering online outside the County Network, please print and scan your registration form to OD.Training@ocfl.net with your supervisor's signature.