
ON-LINE TRAINING REQUEST FORM

Employee Name: _____ Department: _____ Date of Hire: _____

Certificate Program Request

- Accounting
- Administrative Asst
- Management & Supervision
- Microsoft Office - Intro
- Microsoft Office - Intermediate
- Microsoft Office – Advanced
- Project Management
- Purchasing
- Spanish
- Technical & Business Writing

I would like to enroll in the Certificate Program checked.
I understand that I am allowed to be enrolled in only one Certificate Program at a time; and I am limited to two Certificate Programs per calendar year.
To receive a Certificate, I must complete all courses in the program and earn a score of 75% or better on the Final Exam for each course.

Certificate Program Course Request

Name of Course:

I would like to enroll in the course indicated.
I understand that this course is part of a Certificate Program; and that I am limited to taking one Certificate Program Course at a time.

Elective Course Request

Name of Elective Course:

I would like to enroll in the Elective Course indicated.
I understand that I am allowed to be enrolled in only one Elective Course at a time; and I am limited to four Elective Courses per calendar year.

Personal Interest Course Request

Name of Personal Interest Course:

I would like to enroll in the Personal Interest Course indicated.
I have completed (and passed) at least two Certificate Program Courses or Elective Courses this year.
I understand that I am allowed to take only one Personal Interest Course at a time; and I am limited to two Personal Interest Courses per calendar year.

Certification and Signature

I certify that: I am a full-time associate with at least six months of service with TransTech Pharma;
I have basic computer skills, including the ability to navigate the Internet;
I have a personal email account and access to a PC with Internet capability;
I will complete a GTCC on-line orientation prior to starting my first course;
I will be able to dedicate approximately 4-6 hours per week for work on this course.

1. **Submit this form to the Training/HR Department at least one week prior to course start date.**
2. **A passcode will be issued to you for use on the enrollment web site (www.gtcc.edu/transtech).**

I understand: I must provide the Training Department with a copy of my Final Exam and score as proof of completion of the course.
If I receive a failing grade (less than 75%) in any two courses, I will not be allowed to enroll in another course for the remainder of the calendar year.

Employee Signature

Date

Training/HR Department Signature

Date