



West Virginia Division of Personnel • OHRD

NON-DOP COVERED AGENCY TRAINING REQUEST APPLICATION

ABOUT YOU

NAME (FIRST/LAST)		
TITLE	EMP ID #	
DEPARTMENT/DIVISION/SECTION		
EMAIL		
WORK PHONE	ALTERNATE PHONE	
ADDRESS		
CITY	STATE	ZIP CODE
IMMEDIATE SUPERVISOR'S NAME/TITLE		
PREFERRED METHOD OF COMMUNICATION PHONE EMAIL OTHER _____		

ENROLLMENT DETAILS

IMPORTANT FEE INFORMATION, PLEASE READ:

The West Virginia Division of Personnel, Organization and Human Resource Development (WV DOP-OHRD) section is offering enrollment in its scheduled training classes for managers and supervisors from non-DOP covered agencies. This application, once completed and signed, shall serve as a binding contract and **the requesting agency shall reimburse WV DOP-OHRD at the rate of \$15 per class hour per employee.**

Sample costs are noted below.

- 3 hour (1/2 day) class= \$45/per enrolled employee
- 6 hour (full day) class= \$90/per enrolled employee
- 12 hour (2 day) class= \$180/per enrolled employee
- 18 hour (3 day) class= \$270/per enrolled employee

Late cancellations by enrollees and/or Agency (i.e., those that occur within two (2) business days of the event), or non-attendance of enrollees, will result in the Agency being charged full price for those seat(s) in the class.

INDICATE THE CLASS/S FOR WHICH YOU ARE REQUESTING ENROLLMENT. PLEASE INCLUDE TITLE AND PREFERRED DATE/S.

APPLICANT SIGNATURE

THE UNDERSIGNED MUST HAVE THE AUTHORITY TO ENTER INTO CONTRACT AGREEMENTS AND REIMBURSE SERVICES TO OTHER AGENCIES.

FINANCIAL AUTHORITY SIGNATURE

INTERNAL USE ONLY

NOTES

DATE

OHRD

APPROVED

DECLINED

DATE _____