Please ensure that the this registration form is filled completely. In order to help us process this registration, please ensure that the information is complete and accurate. Inaccurate or incomplete information will delay the processing of this registration request.
Before you click "SUBMIT," print a copy of this form for your records and review your information carefully.
NOTE: You will receive an acknowledgement e-mail by the end of the week in which the registration was submitted.

To Be Completed by Employee	
Participant Name (as it appears on your timesheet) Last Name:	First Name:
Preferred Name (The name by which you most like to be called. Example: William may prefer Bill):	
Work e-mail address (if you do not have one, please use supervisor's) (ex. first.last@mdcourts.gov):	
Please check if you are a: ☐ *county/city paid employee*	☐ *state paid employee*
Office/County Name *and* Location (e.g. Circuit Court, Anne Arundel or AOC/CRA/COSA/COA	Start Date of Class (mm/dd/yyyy):
Class Name (from website):	
Supervisor Information	
Last Name:	First Name:
Phone:	
E-mail (ex. first.last@mdcourts.gov):	

After clicking on the submit button below, your form will be sent to your supervisor for approval. Once your supervisor approves your request, you will receive an electronic notice. Please note that your request is not submitted to the Professional Development Department until your supervisor has approved your request.

Once your request has been approved by your supervisor and processed by the Professional Development and Educational Operations Department, you will receive an e-mail acknowleding your registration. **You are not enrolled in the class until you receive this e-mail from the Professional Development Department.**

By clicking below, I acknowledge that I have read all information in the box above, and am requesting to attend the listed class:

Reset **Submit**

To Be Completed by Supervisor (after consultation with all appropriate parties)

By approving this request, the supervisor certifies that all appropriate additional approvals have been secured:

This request is: ○ Approved ○ Declined
Reason request declined:

Note: At submit you will get a warning pop-up window, select Allow for form to submit information.