

**Request/Authorization for City of Windsor Professional Development Training
REGISTRATION FORM**

INSTRUCTIONS: A registration form must be completed for each course. Your interest must be pre-approved with your employer to allow us to confirm your registration.

PERSONAL DATA (PLEASE PRINT)		
Last Name	First Name	Position Title
Tel. Number (Work)	Fax Number	E-Mail Address
Company/Agency Name		
Mailing Address		
Do you require special needs accommodation to fully participate in this program? Please specify.		
COURSE DATA		
Course Title		
Course Location		Session Number
Course Date	Course Fee	Do you meet the prerequisites? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Reason for Training: <input type="checkbox"/> Develop New Skills <input type="checkbox"/> Management Discretion <input type="checkbox"/> Enhance Existing Skills <input type="checkbox"/> Job Requirement		
SIGNATURE/AUTHORIZATION		
*Please ensure you have your manager's approval and that all spaces below are filled in. Incomplete forms will be returned.		
Employee's Signature		Date (yyyy/mm/dd)
Manager's Name (PLEASE PRINT)	Manager's Signature	Date (yyyy/mm/dd)
OFFICE USE ONLY		
<input type="checkbox"/> Accepted <input type="checkbox"/> Wait Listed <input type="checkbox"/> Not Eligible		Confirmation Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No Invoice Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course Confirmation: Please book your requested course and date tentatively in your personal calendar until your confirmation has been sent to you. You will only be notified if accepted into the course.		
Cancellation Policy: A course fee "charge back" will be applied to participants selected to attend but fail to do so. Replacements in this instance are acceptable, but notification is appreciated prior to the start of the program.		
For additional program information, please contact Corporate Staff Development at 519-255-6515 x 6207 or training@citywindsor.ca .		

**FOR TRAINING COSTS, PLEASE REFER TO THE JANUARY TO JUNE 2026
TRAINING COST PER PERSON PAGE**