

PC Training Registration Form

Print and complete this form, have it signed by your supervisor and **scan/ email as an attachment** to registrar@discoverytrain.com, or copy and paste the form into an email, or fax to 203-269-4736, Please note that filling out this form does not guarantee that the class will be held, as five registrants are required to hold any class. You will receive a confirmation from Registrar, **Discovery Training Services**.

PLEASE PRINT

PERSONAL INFORMATION

Name:	Employee. ID #:
Department:	Phone:
Work E-mail Address (please provide if available):	
Home Phone (if you wish to be notified at home if class is canceled):	

CLASS INFORMATION

Class Title:	
Class Date(s):	
Class Time:	<input type="checkbox"/> 9 to 12 <input type="checkbox"/> 1 to 4

APPROVAL

Supervisor's Name (Please Print):
Supervisor's Signature (Required):

Where are the classrooms?

New Britain General Campus

1. From the main lobby go to the cafeteria, walk straight through and out the door on the opposite side.
2. Go through the next door to the elevator and take the elevator to RB2 (near CIS). Most classes are held in the CIS2 class. Follow signs.

Bradley Memorial Campus

The training room, TR1, is not in the hospital itself. It is located in a small beige house to the left of the main driveway to the hospital. Enter the main driveway of the hospital and park up ahead in Visitor Parking and walk back down to the house. The house faces Meriden Ave., Route 120. Enter through the front door for TR1.

If you can't attend a class for which you have registered, email Discovery training Services at registrar@discoverytrain.com. Please give at least 24-hour notice (if possible) if you are unable to attend the class so we may give the seat to someone on the standby list.