

**Talent Management and Organization Development  
Learning Development Registration Form**

FAX form to 443.997.6867

Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

JHU Department \_\_\_\_\_ JHU Phone \_\_\_\_\_ JHU Fax \_\_\_\_\_

JHU Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Course Number (ex. CP01.100)	Title	Date/s*
_ _ _ . _ _ _		
_ _ _ . _ _ _		
_ _ _ . _ _ _		
_ _ _ . _ _ _		

(PHOTOCOPY THIS FORM IF MORE SPACE IS NEEDED)

\*If the session is full when registration is received, you will be placed on the wait list and notified when another session is available.

**Budget Authorization** (Registration will not be processed without a valid cost center number, internal number, check, or money order.)

**Please check the box that applies to your employment status.**

I am a full- or part-time university employee. Charge this internal order or cost center number if I do not attend, (and fail to cancel with seven day's notice), arrive too late to join a class that is already in progress, or fail to complete the full session.

I am NOT employed by the university but work in a department that has a university internal order or cost center number. Charge the cost of my training to this number.

I am a non-university employee. I have attached a copy of my check requisition or personal check, made payable to *The Johns Hopkins University*, and mailed it to the Project Management Office of Talent Management and Organization Development, 1101 E. 33<sup>rd</sup> Street, Suite C130, Baltimore, MD 21218.

**Please provide one of the required forms of budget information:**

SAP Internal Order number \_\_\_\_\_ Signature \_\_\_\_\_

**OR**

SAP Cost Center number \_\_\_\_\_ Signature \_\_\_\_\_

*Only internal order and cost center numbers of non-sponsored accounts will be accepted for registration.*

**Supervisory Approval** (Supervisory approval is required to release staff for time away from the office.)

Supervisor's Name \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

By signing above, I accept and understand the Staff Development Remission policy.

Please allow a 48-hour turnaround time for your confirmation notices. Confirmation notices will be sent via the information listed on this form. Courses for which faculty/staff register and attend are charged to staff development remission. The departmental cost center number authorized on this form will be charged if a faculty/staff member registers but does not attend and cancel without at least one week's notice or arrives after the start of the session.

**Questions? Please contact:**

Talent Management and Organization Development Project Management Office  
1101 E. 33<sup>rd</sup> Street, Suite C130, Baltimore, MD 21218 / Phone 443.997.6811 / FAX 443.997.6867