How do I enroll for a class?

Complete the registration form, obtain your supervisor's approval and signature and e-mail, mail, **or** fax your form to your *Departmental Training Processor.*

How do I know if I am enrolled?

Training Processor should notify you once you have been registered. Also you will generally receive a confirmation notification three to four business days after being registered.

Who should I contact if I am unable to attend a training that I am scheduled for?

Depending on your department's internal procedure, you will either need to immediately contact your supervisor, training processor or both.

What should I do if I am only able to attend part of the class?

Individuals are encouraged to re-schedule if they are unable to attend the class in its entirety.

Will I have to pay for the training?

Training is free for all San Joaquin County Employees. However, departments are charged for the following:

Computer Courses	$49.99
No Shows	$45
Cancellation 3 business days or less prior to training	$45
Cancellation 4 business days prior to training	No Charge
Cancellation with Substitution.............................	No Charge
Non-County employee (half-day training)……………	$60
Non-County employee (full-day training)…………….	$110
Non-County employee (computer courses)………….	$75

Do I have to notify Human Resources if I am substituting for someone in my department?

Yes. Please cross out the name of the person you are substituting for and write your own name, this is to ensure your department is not charged for a "no show" or late cancellation fee.

Will I need to pay for parking?

Human Resources will not validate or pay for parking fees. Please contact your department if you have questions.

Will I receive a certificate after each course?

Certificates of completion will either be provided at the end of the training or be mailed after the class to the Department Training Processor to distribute to attendees.

Who can I contact if I have questions?

If you have any concerns or questions, please contact your **Department Training Processor** or Human Resources Staff Development at 468-3372 or 468-3275.