Office of Learning and Professional Development
Service · Support · Solutions

Application for Training Instructions

Important: Supervisory approval is required prior to registering for all training programs and classes. Please follow all of your internal agency procedures.

PROGRAM-SPECIFIC INFORMATION AND DIRECTIONS

HUMAN RESOURCES ACADEMY

Eligibility: Must be a manager/supervisor or employed in a human resources function area. Ohio government employees must be exempt from bargaining units.

- Respond to the questions in the ***Additional Information*** section on Page 3.
- For the SHRM Learning System, app*lication information* and forms m*ay be found at* http://das.ohio.gov/epdp

OHIO CERTIFIED PUBLIC MANAGER PROGRAM

Eligibility: Ohio government employees must be exempt from bargaining units, supervise staff and manage a budget.

- Complete ***Billing Information*** section including the Exempt Professional Development Agreement for OCPM.
- Respond to the questions in the ***Additional Information*** section on page 3.

Additional documents must accompany this application. For the specific requirements, please review the complete application process at the Ohio Certified Public Manager Web site: http://das.ohio.gov/ocpm.

PASS - Levels 1, 2 or 3

Eligibility: Programs/courses are open to Ohio government employees. PASS 2 requires successful completion of PASS 1 prior to registration. PASS 3 requires successful completion of PASS 1 and 2 prior to registration.

- Complete the Personal Information, Employee Job Information and Program Choices sections.

PROJECT MANAGEMENT – Levels I or II

Eligibility: Programs/courses are open to Ohio government employees. Project Management II requires successful completion of Project Management I prior to registration.

- Complete the Personal Information, Employee Job Information and Program Choices sections.
- **Additional information and documents must accompany this application.** For specific requirements, please review the complete application process at the Project Management Web site: http://das.ohio.gov/projmgmt.

E-mail, fax or mail your Training Application to:

DAS/HRD Office of Learning & Professional Development
4200 Surface Road
Columbus, Ohio 43228

E-mail: hrd.training.staff@das.state.oh.us

Fax number: (614) 728-9464

Questions or comments: (614) 387-6183