

# HROM-Sponsored Training Registration Form

## Human Resources and Organizational Management Branch, Headquarters, Marine Corps

**Instructions:** Please complete this form to register for a desired course. Enter all of the information below. Items marked with an asterisk are required. E-mail complete form as an attachment to: [smb.hqmc.arhb.trng@usmc.mil](mailto:smb.hqmc.arhb.trng@usmc.mil) You must cc your supervisor to ensure approval. Once your request has been processed you will receive an e-mail notifying you of your registration status. Please allow at least two (2) business days to process your request. NOTE: You may need to "enable all PDF features" in order to fill out the form.

### Course Information

Course Title\*

Course Start Date\*

Course Location\*

Course Start Time

### Student Information

Student Name\*

Student E-mail\*

As it should appear on the course completion certificate

E-mail address to which class notifications should be sent

Student Phone # \*

Student Type\*

Supervisory Status\*

Best contact number; format xxx-xxx-xxxx

Student Work Location\*

If you selected "Other" please specify

Organization\*

If you selected "Other" please specify

Affiliated Military Branch

If you selected "Other" please specify

Student's Rank/Grade  
e.g., GS12, O4, SES

Student's Civilian Job Series  
(civilian employees only; e.g., 0343)

Supervisor Name\*

Supervisor E-mail\*

Enter the name of the Supervisor who has approved your class attendance (Required)

Enter the e-mail address of the approving Supervisor (Required)

Check this box if you need **Reasonable Accommodation** to attend this class. Reasonable Accommodation is defined as an adjustment to a work environment which enables an employee with a disability to attend.

Reasonable Accommodation  
Request Description