

# Public Service Workshops Program

Professional, Scientific and Technical Services Unit



## PSWP Workshop Application Form

**Important Note:** This form is provided for NYS employees to register for Public Service Workshop Program offerings during the NYS-Learn blackout period between September 30, 2011 and October 17, 2011 only. All registration after that period should be completed in the new Statewide Learning Management System (SLMS).

Directions:

- Use a separate form for each workshop registration.
- Please print neatly and complete all items to avoid a processing delay. ***This includes your bargaining unit.***
- Secure approval for attendance from your supervisor. ***Be sure to include your supervisor's signature.***
- Send form **electronically** to [PSWPHelp@pdp.albany.edu](mailto:PSWPHelp@pdp.albany.edu) or by fax to (518) 472-5969. Please retain a copy for your records. In addition, forms will be **accepted via email** at [PSWPHelp@pdp.albany.edu](mailto:PSWPHelp@pdp.albany.edu) from the approving supervisor. **Note: registration forms must be received 2 weeks prior to the workshop's "start date."**
- When your registration request has been processed, notification of your status (enrolled or waitlisted) will be emailed or faxed back to you usually within five business days.
- If you have any questions, please contact PSWP at (518) 956-7923 or our toll-free number (866) 431-1592. You can also forward questions by email to: [PSWPHelp@pdp.albany.edu](mailto:PSWPHelp@pdp.albany.edu)
- ***Please note that incomplete applications will not be processed.***

Workshop Title: \_\_\_\_\_

Workshop Date(s): \_\_\_\_\_

Workshop Location (Specify City): \_\_\_\_\_

Workshop Start Time: \_\_\_\_\_

Your Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
(First) (Last)

Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Job Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

Bargaining Unit: (check one)

PS&T/PEF

M/C

PSWP workshops are designed especially for PEF-represented employees. Other employees may be permitted to attend if space is available. Upon submission of an application by a non-PS&T Unit employee, he/she will be placed on a waiting list and notified of the final determination (accepted or denied) approximately 1 week prior to the workshop start date.

Supervisor's Name (print)

\_\_\_\_\_

Supervisor's Signature

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The applicant's immediate supervisor must sign and date if participation requires release time for class or necessary travel.

Office Use Only:

PSWP Date & Time Received \_\_\_\_\_  Enrolled  Waitlisted/ No Seat Available