

KCC Registration Form for County of Kaua`i

From:
Dept.:
Email:
Phone:
FAX:

Revised 01-10-08

There are just four easy steps to register for non-credit classes!

1. **Register First.** Find the desired class on the **KCC Training Class Schedule for the County of Kaua`i**. Complete this fill-in form by typing your information in the gray spaces provided. Use the **TAB** key to move within the boxes and **not** the **ENTER** key. Print the completed form.
2. **Obtain Your Supervisor's Signature** at the bottom of this page.
3. **Fax it to KCC Training at 245-8271.** The KCC Training staff will send you a confirmation receipt to the fax number given below to verify your registration. ***Registration is due by Monday, one week prior to the start of class.*** For questions, call the KCC Training Office at 245-8318.
4. **Take the Class.** All Computer Classes will be held in our computer lab called OCET 2 (please refer to map on **KCC Training Website**). All professional development classes are located in other facilities on Campus. Please refer to the appropriate listing for classroom location.

Last Name	
First Name	
Job Title	
County Dept/Division	
Address Line 1 (Business)	
City	
ZIP/Postal Code	
FAX	
Class Code	Class Dates:
Class Title	
Last Name	
First Name	
Job Title	
County Dept/Division	
Address Line 1 (Business)	
City	
ZIP/Postal Code	
FAX	
Class Code	Class Dates:
Class Title	
Last Name	
First Name	
Job Title	
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Address Line 1 (Business)	
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APPROVED:

Supervisor's Printed Name

Supervisor's Signature / Date