



Maryland Police and Correctional Training Commissions

Registration Form

Public Safety Education and Training Center, 6852 4th Street, Sykesville, MD 21784

Phone - (410) 875-3515

Fax - (410) 875-3511

PROGRAM NAME: Social Networking & Your Department

PROGRAM DATE/TIME: March 17, 2010/ 8:30am – 4:00pm

PROGRAM LOCATION: Millersville, MD

PROGRAM COST: \$25

CLOSING DATE: March 2, 2010

DESCRIPTION: This six-hour class is for staff and supervisors who are interested in the impact of social networking in the current work environment. Participants will review the various social networking sites and explore features of these sites. They will also review and discuss various agency policies pertaining to use of these sites by staff both on and off duty.

STUDENT NAME: _____ Certification Number: _____

Agency Name: _____

Agency Address: _____

City: _____ County: _____ State: _____ Zip: _____

Training Coordinator/Designee: _____ Email _____

Telephone: (____) _____ - _____ Fax: (____) _____ - _____

Emergency Contact Number for Student*: (____) _____ - _____

*Will only be used if the course is being cancelled within 72 hours of the scheduled date.

Students will be notified of their status (Registered or Wait List) within five business days of the closing date using the email or contact number provided.

By signing below, I certify that the information above is true and correct. I also acknowledge that my agency may be billed for the training in the event that I (or my designee) fail to cancel the participant's training, in writing, within 72 hours of the initial date of the training.

Signature Department/Agency Head** Printed Name Date

**This form must be signed by the Agency Head or his/her designee.

PAYMENT INFORMATION: Registration Fee - \$ _____ NON-REFUNDABLE

- Check or Money Order (Payable to MPCTC)
Purchase Order Number:
Name of Fiscal Officer/Designee Phone
Email
R*STARS transfers for STATE agencies codes: Q00, PCA 27119 AOBJ 0302, TC 430
Name of Fiscal Officer/Designee Phone
Email
Credit Card: Please include the MPCTC Credit Form with this registration. This form is available at www.mdle.net, under the heading Training Programs and Forms