SSN: ___ - ___ - ____

TODAY'S DATE: ___ (MONTH) - ___ (DAY) - ___ (YEAR)

AREA CODE ___ - ___ - ____ EXT. ____
DAYTIME TELEPHONE

FIRST NAME _____ MI ___ LAST NAME _____

MAILING ADDRESS TO RECEIVE TRAINING CALENDARS _____

CITY _____ STATE ___ ZIP CODE _____ - ____

AREA CODE ___ - ___ - ____
FAX NUMBER

JOB TITLE: _____

OFFICE/ORGANIZATION: _____

EMAIL: _____

COURSE REGISTRATION FORM

EMPLOYED BY: *(fill in only one)*

COUNTY of: _____

CITY of: _____

OTHER: _____

LOCAL GOVERNMENT DATA PROCESSING CORPORATION **TRAINING CENTER**

Class Date	Course Description	Credit Hours
____ / ____ / ____	_____	_____

I hereby certify that I have attended the session indicated.

Signature _____

Date _____

NOTE: This form must contain your signature before credits will be issued.

LGDPC 8-2003

COUNTY Government - COCTP

LGDPC classes are eligible for credit in the County Officials Certificate Training Program (COCTP) administered by The University of Tennessee County Technical Assistance Service (CTAS). Credit hours are based on classroom contact hours.

1) The number of credit hours allowed for "information technology" (LGDPC is in this group) has been "capped" at 8 hours. This cap applies to anyone who is working toward the designation of *Certified Public Administrator*.
2) There is NO cap on officials who are *Certified Public Administrators* and need to earn 12 hours each fiscal year to retain that designation.

After completing this form, mail it to the address below. LGDPC will not forward this form to CTAS.

UT County Technical Assistance Service
Attn: LGDPC
226 Capitol Blvd Bldg, Suite 400
Nashville, TN 37219

To view your transcript and/or find information regarding COCTP, go to www.ctas.utk.edu. Click on the COCTP icon on the left hand side of the web page. Please allow 30 working days for your credits to appear on your transcript.

TASBO Certification

LGDPC will continue to provide classes that will qualify toward your annual certification for the Tennessee Association of School Business Officials. This elective credit applies to those who are pursuing recertification. The number of credit hours will be based on classroom contact hours.

After completing this form, mail it to the address below. LGDPC will not forward this information to TASBO. You must register your own credit hours by mailing this form to:

TN Assoc of School Business Officials
Attn: Diane Griffin
P.O. Box 430
Blountsville, TN 37617

CITY Government

LGDPC classes are eligible for credit for your Public Administrator Certification. These classes fall into the grouping of credit hours from "Associations or Other Agencies" which has a cap of a total of 20 hours.

In addition to this group of hours, 30 hours are MTAS Technical courses, 30 hours are MTAS Leadership/Management courses, and 30 hours are electives. Of those 30 elective hours, 20 hours can be from associations (which includes LGDPC).

LGDPC will not forward this information to MTAS. Complete the above information and mail to:

University of Tennessee-MTAS
120 Conference Center Bldg
Knoxville, TN 37996-4105