NEW YORK CITY HOUSING AUTHORITY
HUMAN RESOURCES DEPARTMENT
PROFESSIONAL DEVELOPMENT AND TRAINING

NEW YORK CITY HOUSING AUTHORITY

TRAINING PROGRAM APPLICATION

New York City Housing Autohiry
HR-Professional Development and Training
90 Church Street, 5th Floor
New York, NY 10007
Fax (212) 306-5190

Participant's Name: _____ ___ _____
First Name MI. Last Name

Participant's Job Title: _____

Company/Agency: _____
Please use full name

Contact Persons' Name: _____

Address: _____ _____
Street Floor/Room No.

_____ _____ _____ - _____
City State Zip Code

Telephone No: (_____)_____ Fax No. (_____)_____
Business

E-Mail Address: _____

Course Registration Please complete one application per course.		
Course Name (as printed in the catalog)	Course Code	Course Cost $_____

Employer/Supervisor Authorization		
I certify that this employee is authorized by me for training in the course requested above and I confirm that this employee has taken the prerequisite course and/or has demonstrated the level of skill necessary in order to participate. In addition, I understand that the employee is excused from normal work assignments during the hours of training and is required to attend the training course as scheduled, once applicant receives registration confirmation.		
Employer's /Supervisor's Name (Print)	Employer's /Supervisor's Signature	Date
Business Phone	Business Fax No.	E-Mail Address

Course Date Notification Policy

An invoice will be sent to your company/agency in advance of the class. All course fees (which include all course materials and a completion certificate) are due upon received of invoice. Applicants will receive notification confirming their scheduled training prior to their scheduled class date.

If an applicant is unable to attend training, NYCHA must receive notification in writing at least 10 (ten) business days prior to the scheduled class date (see website for cancellation policy).