

## Leadership Foundations Program Registration 2023

Registration for the Leadership Foundations Program will be accepted May 1, 2023 and will close on May 19, 2023 5:00pm (Central Time) or whenever the program limit is reached. There is a limit of 25 individuals per cohort based on first come, first served basis. Dates and times of future offering for this program can be found on the OPV website.

Registrants will be notified within 2 business days of their enrollment into the program.

### To be completed by registrant

Name _____	R# _____
Work Phone _____	Email _____
Department _____	Registrant's Position/Title _____
Supervisor's Name _____	Supervisor's Phone _____
Supervisor's Email _____	

My signature below acknowledges that I have read the attached program overview. Being present at all program sessions is essential to the success of my Leadership Foundations experience. Upon my registration being verified, I am required to attend all 6 sessions in their entirety, including completing all eLearning assignments, in order to receive a certificate of completion for this program. Participation in the program is not a guarantee for promotion or a leadership position. I understand that the approval of my direct supervisor is required.

Registrant's Signature \_\_\_\_\_

Date \_\_\_\_\_

### Registrant's direct supervisor approval

By signing below, I support my team member to commit to the prescribed 1.5 hours of in person training via Zoom on the prescribed dates and times. I also acknowledge that attendance at all 6 sessions is a requirement to complete this program to include all eLearning assignments.

Direct Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS FOR SUBMISSION OF REGISTRATION:

Please complete and digitally sign this registration form. In turn, email to your direct supervisor for their approval/digital signature. Supervisor will email digitally signed registration back to the registrant. If you cannot electronically sign the form, email a scanned copy to [OPV@ttuhsc.edu](mailto:OPV@ttuhsc.edu). Both registrant and supervisor's signatures will ensure a spot will be reserved for the registrant. However, if the registrant cannot attend after being placed in the class, please let OPV know ASAP so that another registrant can be offered the seat. Registrant will email completed form to [OPV@TTUHSC.EDU](mailto:OPV@TTUHSC.EDU).

If you have any questions about how to complete this form, please email [OPV@ttuhsc.edu](mailto:OPV@ttuhsc.edu).

