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

TRAINING PROGRAM APPLICATION

New York City Housing Authority
Professional Development and Training
250 Broadway, 3nd Floor
New York, NY 10007

For More Information Contact:

Esther Ruiz
Administrative Training Coordinator
(212) 306-3053
Fax (212) 306-3512

or

Patricia Lindo
Chief
Administrative Unit
(212) 306-2807
Fax (212) 306-8146

Name: _____ _____ _____
First Name M.I. Last Name

Job Title: _____

Agency: _____
Please use full name

Department: _____

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 $_____

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.		
Supervisor's Name (Print)	Supervisor's Signature	Date
Business Phone	Business Fax No.	E-Mail Address

Course Date Notification Policy

An invoice will be sent to your agency five weeks in advance of the class. All course fees, which include all course materials and a completion certificate, are due three weeks prior to the date of the class. Applicants will receive notification confirming their scheduled training two weeks 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 Course Catalog for cancellation policy).