

Registration Information

Non-Certificate Participants and 'Stand Alone' Courses

1. To **register** for a certificate core course as a **non-certificate participant** (i.e. to take such a course as an 'independent' module and not as a participant in the relevant certificate program), or to register for a **'stand alone'** course (i.e. a course that is not part of any certificate program), please fill out the applicable registration form enclosed or available at www.riversideca.gov/human/m3p. Please ensure that you fully satisfy the 'Eligible Participants' conditions relevant to your chosen course, including Supervisor/Manager approval, and if required, your Department Head's nomination.
2. **Send** your completed registration form to the M³P High Performance Learning Center, Human Resources Department, 3780 Market St., Riverside 92501, or via Fax: 951-826-2552. Forms must be received at least *10 business days* prior to the date of the course session for which you are registering (if you are registering for more than one course session with the same form, receipt must be at least *10 business days* prior to the date of the *first* session). However, subject to availability, late registration may be possible.
3. For **schedule details**, please refer to pages 23 and 24 for quick reference calendars or www.riversideca.gov/human/m3p for a comprehensive, up-to-date online calendar.
4. If you need to **cancel** your registration for a particular course session, it is *your responsibility* to inform the M³P High Performance Learning Center (Ph: 951-826-5269 or E-mail: m3p@riversideca.gov), at least *5 business days* prior to that session. Failure to do so may incur a *cancellation fee* of \$50 charged to your Department. However, exceptional circumstances will be given due consideration.
5. In the event of **over-subscription** for a particular course, the additional participants (as determined by the order in which registration forms are received by the M³P High Performance Learning Center), will be placed on a waiting list for the next available session of that course. Based on the demand for specific courses as well as on available resources, extra sessions may be offered. Please check the online calendar at www.riversideca.gov/human/m3p regularly for any updates.
6. You will usually be advised of your **enrollment status** at least *5 business days* prior to the date of the course session for which you are registering.

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Special Notes

Note 1: For all certificate core courses, *registration priority* is given to participants in the relevant certificate program. Non-certificate participants seeking to take these courses as 'independent' modules will be enrolled subject to *remaining* availability.

Note 2: Some courses are indicated as available to participants in the relevant certificate program only.



**REGISTRATION FORM FOR NON-CERTIFICATE PARTICIPANTS AND
'STAND ALONE' COURSES**

PARTICIPANT DETAILS

Name: _____ **Employee ID:** _____
Job Title: _____
Department: _____ **Division:** _____
Contact Information: Phone/Extension - _____ **E-mail -** _____
How long have you been in your current job? _____ Years _____ Months
How long have you been employed by the City of Riverside? _____ Years _____ Months

I fully satisfy the "Eligible Participants" conditions relevant to my chosen course(s).

Signature: _____ **Date:** _____

COURSE DETAILS

You may use this form to register for up to four (4) scheduled course sessions.

Course Name:	_____	Course Name:	_____
Session Date:	_____	Session Date:	_____
Session Time:	_____	Session Time:	_____
Course Name:	_____	Course Name:	_____
Session Date:	_____	Session Date:	_____
Session Time:	_____	Session Time:	_____

SUPERVISOR/MANAGER APPROVAL DETAILS

Name: _____
Job Title: _____
Contact Information: Phone/extension - _____ **E-mail -** _____

Approval Granted

Signature: _____ **Date:** _____

DEPARTMENT HEAD'S NOMINATION DETAILS (if required)

Department Head: _____
OR
Authorized Department Delegate: _____
Job Title: _____

Nomination Confirmed

Signature: _____ **Date:** _____

Send your completed registration form to: M³P High Performance Learning Center, Human Resources Department, 3780 Market St., Riverside 92501, or via fax: (951) 826-2552.

For comprehensive program and registration information: please refer to our Learning Reference, or visit our website at www.riversideca.gov/human/m3p.

For any questions or comments: please contact us at Ph: 951-826-5269 or E-mail: m3p@riversideca.gov.