

REGISTRATION FORM	Center Training Program This is a 3-day course 8:30 A.M to 5:00 P.M.
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Districts may register two individuals for the course. Additional applicants will be placed on a waiting list.

CLASS DESCRIPTION: In the PSAP, people are your most important resource. The NENA Center Training Officer (CTO) Program provides you with the proper framework to train your new employees, which leads to better performance and higher retention rates. The course covers proper documentation of performance, evaluation of performance, setting milestones, and developing a plan for trainee success. CTO software with the exclusive NENA Daily Observation Report template is provided by Agency360 Public Safety Software.

Please select the date that you are requesting to attend:

SELECT	REGION	DATE	LOCATION	ADDRESS	CITY
	West	April 17-19	Freed Hardemann Univ.	855 Hwy. 46 South	Dickson
	East	August 21 -23	The Venue at Lenoir City	7690 Creekwood Park Blvd.	Lenoir
	Middle	Sept. 13-15	Putnam ECD Services Building	700 County Services Drive	Cookeville
	Middle	Nov. 29 – Dec. 1	Williamson Co. ECD.	304 Beasley Drive	Williamson

*****Those attending this class will need to bring a laptop*****

District & Attendee Information

Name: _____ Title: _____

Agency/ECD Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

- I understand that this application must be completed in legible handwriting or electronically and that the information provided within the application may be verified through my employer.
- I understand that reservations for this course will be taken on a "first come, first served basis" and attendance is limited to ___ participants.
- I understand that this class is being hosted and sponsored by the Tennessee 911 Board, which will provide the class registration fee. Attendees will be expected to cover the cost of travel, meals, and lodging, as needed.
- I understand that the Tennessee 911 Board reserves the right to charge me or my employing district registration costs, if I exhibit detrimental behavior during the course of events associated with the class I am registering for and may be barred from participating in any future classes sponsored or hosted by the Tennessee 911 Board.
- I understand if I register for the class and fail to attend the Tennessee 911 Board reserves the right to charge me or my employing district the course registration fee. Extenuating circumstances may be considered on a case-by-case basis. The deadline for cancellation is 10 days prior to the start of class.

X _____

E-MAIL application to: TN.ECB@tn.gov

Applicant Signature