Training Registration Form INSTRUCTIONS

ALL ENTRIES MUST BE TYPED; NO HANDWRITTEN FORMS WILL BE ACCEPTED. FORMS MISSING INFORMATION WILL BE FLAGGED UNTIL ALL DISCREPANCIES HAVE BEEN CLEARED THROUGH THIS OFFICE

FORMS MUST BE SUBMITTED TO DPW/ENRD, PRIOR TO THE SUSPENSE LISTED ON THE TRAINING ANNOUNCEMENT.

ADDITIONAL DOCUMENTATION IS REQUIRED FOR ENVIRONMENTAL OFFICERS (EO)

SCHEDULING OF ENVIRONMENTAL TRAINING SHOULD BE MADE THROUGH THE ORGANIZATION'S EO OR DIRECTLY WITH THE ENVIRONMENTAL TRAINING MANAGER

Date of Training

Item 1	Enter the date of requested training (base this on the annual calendar developed by the Environmental office). If there are multiple dates, put the 'first' date of training in this slot.

Type of Training

Item 2	Select this block for the Environmental Officer (EO) training
Item 3	Select this block for the Hazardous Materials/Waste Management (HWM) training
Item 4	Select this block for SPCC training
Item 5	Select this block for Stormwater Industrial (SWI) training (Initial/Refresher both administered electronically)
Item 6	Select this block if the Environmental Division is offering a training not listed above
Item 7	Select this if you are receiving said training for the first time or your training expired, and you are required to retake the Initial by
Item 8	Select this if you are refreshing said training to maintain certification. Refresher trainings are administered electronically

Student Information

Item 9	Select this button if you are serving in the primary coordinator role for your organization
Item 10	Select this button if you are serving in the alternate coordinator role for your organization
Item 11	Enter last, first name and middle initial of student receiving training (in the appropriate slot)
Item 12	Student's office phone number or best contact number
Item 13	Student's official job title
Item 14	Student's military rank or civilian GS grade (if DoD Contractor, put COR)
Item 15	Student's email address (use @army.mil email address) If you don't have an official email address, use your approving authority's address. NO INTERNET ADDRESSES

Item 16	Enter the Student's Brigade/Group/Directorate
Item 17	Enter the Student's Battalion/Squadron/Division
Item 18	Enter the Student's Company/Shop/Branch
Item 19	Student's office bldg number
Item 20	Student's electronic signature (if student does not have access to electronically sign, they must manually sign the form). Without a signature, the form is incomplete

Environmental Training Certification (these dates are located on your last said training record and should correspond with the Trng Mgrs's records)

Item 21	Date the EO course was completed (dates must correspond with documentation on file with the Environmental office)
Item 22	Date the HWM course was last completed (Initial or Refresher)
Item 23	Date the Spill Prevention Control & countermeasures (SPCC) course wa completed
Item 24	Date the Stormwater Industrial (SWI) course was completed
Item 25	Other Training Provided By This Office

This training prerequisites MUST Be Completed and submitted prior to the start date of the EO Class. Memo must be signed by your Director or Commander

*Environmental Officer and Building Energy Monitor Appointment Letter (for EO training course only) Item 21 Authority: AR-200-1-1, AR 420-1, EO 13148, EO 131514

Approving Authority

Item 26	Enter the telephone number of the Approving Authority (Commander, Director, or Leader/Supervisor)
Item 27	Signature of Approving Authority
Item 28	Enter date student appointed as coordinator.
Item 29	Typed or Printed name and rank or grade of your Approving Authority
Item 30	Typed or Printed Title of Approving Authority
Item 31	Email address of Approving Authority

Once the student/coordinator successfully completes the training, a copy of this form will be distributed to the student. The student is required to provide a copy to the EO of the student's Activity.