



Metropolitan Management Institute (MMI) Series Registration Form

This form is used to request enrollment in MMI training series. Submission of this form does not guarantee a reserved seat in this series. Your enrollment is considered confirmed upon receipt of an email confirmation from the Metro Central HR Training Division.

LIST SERIES DATES:	
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This section is to be completed by the employee.

DEPARTMENT:	
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Please print your name below as you would like for it to appear on your completion certificate.

EMPLOYEE NAME:	
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*Please print your name below as you would like for it to appear on your name tent for classroom purposes.

EMPLOYEE NAME:	
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EMPLOYEE ID:	
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EMPLOYEE EMAIL:	
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TELEPHONE/S:	
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My signature indicates that I, as the employee, **meet all of the eligibility criteria** listed below to enroll in this series.

EMPLOYEE SIGNATURE

DATE

This section is to be completed by the supervisor. *Please make sure that supervisor places his/her initials to left of each statement listed below.

SUPERVISOR NAME:	
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SUPERVISOR INITIALS	EMPLOYEE MUST MEET ELIGIBILITY CRITERIA FOR <u>ALL</u> OF THE ITEMS LISTED:		
	Employee is currently working in a supervisor position within Metro for at least one (1) year OR ; Currently working for at least six (6) months in a supervisor position AND completed Supervisor Development Institute (SDI)		
	Employee is currently supervising a minimum of two (2) employees as defined by Fair Labor Standards Act Print two (2) employee names: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 150px; height: 20px;"></td><td style="width: 150px; height: 20px;"></td></tr></table>		
	Employee is committed to completing all sessions/courses offered within 12 months or will be required to repeat the entire series		

My initials & signature indicate that I, as the supervisor, certify that the employee **meets all of the eligibility criteria** listed above to enroll in this series.

SUPERVISOR SIGNATURE

DATE

Please submit completed registration form to hrtrainingrequests@nashville.gov

For questions or further assistance, please contact the Metro Central HR Training Division at (615) 862-6640