



1313 Sherman Street
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How to Register

Registrations for courses offered through the **Professional Development Center** require that payment of full tuition and fees be made along with a completed registration form through COFRS or confirming that you will be paying by check.

Registrations for courses offered through **Risk Management and C-SEAP** do not require payment.

Online Registration

Online registration is the primary way to register for a class. To register follow these four steps:

1. Find a course that interests you.
2. Click on the course title to go to the course information page.
3. Click on the "Register for this class" link.
4. Fill out the online registration form

Registration Form

There are a maximum of four steps to complete your online registration; the number of steps may vary based on the course(s) you are registering for.

- 1) **Student Information** - Enter your contact information.
 - a) Please enter your **correct work e-mail**. This is our primary way of contacting you with registration confirmations and other class information
 - b) If you need others to be copied on correspondence please enter the additional e-mail addresses in the comments section at the bottom of the registration form
- 2) **Select a Class Date** – Scroll down to the class you are interested in and select the desired class date in the drop-down menu.
 - a) **Note:** If you review a class date make sure that the drop-down menu is returned to "Select a Class" or you will be registered for this class date.
- 3) **Payment** – Payment is due prior to the class date. Payment can be made by Check or COFRS only. We currently do not accept Credit/Procurement cards. Please select which payment method you will be using. Read the section below for details on payment options.
 - a) **Note:** Payment is *not* required for Risk Management and C-SEAP classes
- 4) **Confirmation Page** – You will receive a registration confirmation upon successful completion of your online registration. Please print the confirmation page for your records and to submit to your accounting office (is applicable) .

Payment

Payment information for classes offered through the **Professional Development Center** is due at time of registration. Payment must be received prior to class.

Check

If paying by check please make it payable to Department of Personnel & Administration and mail to:

DHR/Professional Development Center
1313 Sherman Street, 1st Floor
Denver, CO 80203

COFRS

If paying with an IT document through COFRS, have your accounting department send a copy of the class confirmation and the IT YYY Document setup to Agency AQD. Fax to (303) 866-2122, Attention: Professional Development Center. Coding needed:

Fund	Agency	ORG	Sub. Org.	Appr Code	Program
Function	Object Code	Sub/Obj Code	B/S	GB Line Rptg	Job/Project

You will not be billed unless your tuition is delinquent.

Be sure to review the cancellation policy

Registration Confirmation (Receipt)

All students will receive a registration confirmation upon successful completion of the online registration form. Retain this confirmation for your records. You will be notified via e-mail if a class is overbooked or cancelled.