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## Directions to Training

### **BET Training Center: 130 Pembroke Road Concord**

From **I-93 coming north**, take **exit 14**. At the bottom of the ramp, turn right toward Loudon Road. Go over the bridge and past the Everett Arena. Proceed to the set of lights at the top of the hill. Go straight through the lights and take your first **right** onto Blodgett Road (turn is just **after** Colebrook Savings Bank and just **before** Wendy's Restaurant), which becomes Pembroke Road as soon as you go around the corner. Follow Pembroke Road past the Concord Christian Academy (formerly Centennial Senior Center) and take the first right onto Chenell Drive. The training center is the first building on the left. We are located on the 2<sup>nd</sup> floor.

From **I-93 going south**, take **exit 14**. At the bottom of the ramp, turn left toward Loudon Road. Go straight over the bridge and past the Everett Arena. Proceed to the set of lights... (see directions above). From **Route 4** take **Route 106 South** past the Steeplegate Mall. At the first set of lights, turn right onto Pembroke Road and follow about ½ mile. Turn left onto Chenell Drive.

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## Registration Policy

- Bureau of Education & Training classes are for all state, county, and municipal employees. Registration is on a first-come, first-served basis.
- To apply, please complete each section of a Bureau of Education and Training registration form and obtain required signatures. For courses with fees, follow the REGISTRATION SCHEDULE on the next page.

If your department is paying for you to attend a course, it is important that a copy of your registration form be forwarded to your payroll officer to ensure that payment is made.

- BET limits class sizes to ensure participants have the best possible learning experience. Therefore, we may not be able to accept everyone who applies for a class. Applicants who are not admitted to a class are placed on a waiting list and given preference for the same class at a later date.
- Training sessions must have a minimum number of participants. In the event that less than the minimum are enrolled, the session will be canceled and anyone registered will be notified either in writing or by phone.
- Applicants will be notified of enrollment status approximately 7 days prior to the start of the course. If you have not heard from BET by that time, please call 271-1434.
- Being admitted to a class means BET is holding a place for you. If you find that you cannot attend, please let BET know as soon as possible.
- BET wishes to provide equal training opportunities to all participants. This includes providing equal access to training facilities. Please let us know, in advance, if you require any special needs so that appropriate accommodations can be made.
- It is your responsibility to follow your agency or organization's registration policy

**NOTE:** Your agency may have additional registration procedures. Please check with your supervisor for more information regarding registering for programs.

# REGISTRATION FORM



## Directions for State agencies:

- Please do not process payment until an invoice has been received
- Once invoice received process payment on an intra-governmental payment voucher (PV) using the following information: NH First Vendor Code #177875; location is B003.
- The invoice number must be included on the invoice field when processing payment through NH First.
- Please include the participant's name and class name **or** code under invoice description.

**Directions for municipalities, counties, school districts and employees paying for their own courses:** Attach a check made payable to Treasurer, State of NH to the registration form and forward to: Bureau of Education and Training, 28 School St., Concord, NH 03301. Unless other arrangements have been made, payment must accompany the registration form.

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## Bureau of Education and Training Registration Form

**Register by mail, fax or email**  
**By mail:** NH Division of Personnel  
28 School Street, Concord, NH 03301  
**By fax:** (603) 271-1422  
**By email:** [karen.eaton-bruce@nh.gov](mailto:karen.eaton-bruce@nh.gov)

Course Title: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Cost: \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
(Please print name as it should appear on Certificate of Completion)

If you need accommodations to participate in this course please contact [karen.eaton-bruce@nh.gov](mailto:karen.eaton-bruce@nh.gov)

Department/Organization: \_\_\_\_\_ Division: \_\_\_\_\_

Work Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Have you met the prerequisite(s) for this course, if any? Yes  No  N/A

**FOR COMPUTER COURSES ONLY:** Will you bring your own laptop with Microsoft 2010 to computer training? Yes  No

**PLEASE NOTE:** *It is your responsibility to attend all class sessions or notify BET of a replacement. For courses longer than one day, the person enrolled in the first session must attend all class sessions; classes cannot be split between individuals. Call K Eaton-Bruce at 271-3261 at least five working days prior to the start of your course to notify BET of any change.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_