

# TRAIN THE TRAINER ENROLLMENT RECORD

**Please print and fill out completely:**

Date \_\_\_\_\_ Name: \_\_\_\_\_

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

License Verification: RN License # \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ (H) (\_\_\_\_) \_\_\_\_\_ (C)

E-mail \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

***\*A verification letter on company letterhead with an authorized signature is required.***

**Please include verification of Nursing Experience:**

**You must verify a minimum 3200 hours of working with the elderly or chronically ill.**

- **Company Name, Address and Telephone**
- **Description of duties with dates performed (Month and Year)**
- **Indicate whether full-time, part-time, or contingent, as well as average hours worked per week.**

**Letter must be signed and dated by a Facility representative including title**

***\*Please include a copy of your Resume***

Attestation Statement:

I hereby certify that the application I am completing, and all the information contained for admission to this Train the Trainer program, is correct, true and accurate. I understand that misrepresentation of anything on this application may result in the denial of, or revocation of a Train the Trainer certificate.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The work history you provide will be verified for accuracy and if it must be accepted. The Train the Trainer certificate can be revoked, if necessary, before approval by the State.*

- **Please be sure to fill out an admissions application to Columbus State Community College by going to [www.csc.edu](http://www.csc.edu) then click on “APPLY”**
- **Please be sure to include a resume with letter(s) of verification by employer.**

***\*\*\*Enrollment record, resume and letter(s) must be received together to be considered for this class.***

**Send to Josie Montgomery - [jmontgomery42@csc.edu](mailto:jmontgomery42@csc.edu). - 614-287-5806**

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Verified by \_\_\_\_\_ (Columbus State  
Community College representative)

***\*\*\*Tuition payment is made following acceptance and enrollment. Please contact the Cashier's Office at 614.287.5658 for more information regarding payments.***