

How To Register For Classes

Due to the tremendous volume of training registrations, please submit all registration requests by **mail, fax, or E-mail**. A sample form, which may be used to request MORC training scheduling, can be found on the following page.

A supervisor, manager, or employer of the individual being scheduled for training should submit the request. For all scheduling requests, provide the following information:

- ❑ Name of the individual to be scheduled and worksite or employer.
- ❑ Name of class, location of class (MORC Auburn Hills Office or Macomb Community College), and date and time of class desired (if applicable).
- ❑ Name and phone number, fax number, or E-mail address of the supervisor, manager, or employer making the scheduling request.

Confirmation of the requested scheduling (or alternate scheduling, if the requested date is not available) will be by **mail, fax, or E-mail**.

The MORC Training Department will call in the event of a class cancellation or a change in a class schedule.

To Register by **Mail**:

MORC, Inc.
Attn: Training Department
1270 Doris Road
Auburn Hills, MI 48326-2617

To Register by **Fax**:

(248) 276-8035

To Register by **E-mail**:

training@morcinc.org

If **PRIORITY** registration is required, contact the MORC Director of Training:

(248) 276-8164

Request For MORC Training Scheduling

Mail, Fax, or E-mail this form to:

MORC, Inc.
Attn: Training Department
1270 Doris Road
Auburn Hills, MI 48326-2617

Fax: (248) 276-8035

E-mail: training@morcinc.org

Use a separate form for each class that is being scheduled

Today's Date	
Please schedule the individual(s) listed below for the class indicated.	
Name of individual(s) to be scheduled (please print):	
Home or Work Site	
Employer or Provider	
Class Name	
Class Date and Time	
Class Location (MORC Auburn Hills Office or Macomb Community College)	
Name and Title of Supervisor, Manager, or Employer Requesting Scheduling	
A phone number where someone can be reached or a message can be left, in case there are questions regarding the request	
Mailing Address, Fax Number, or E-mail Address to which confirmation and instructions should be sent	