



City of Albuquerque  
 Employee Learning Center  
 1 Civic Plaza NW  
 Basement, City Hall  
 (T) 505-768-3200

[employeelearningcenter@cabq.gov](mailto:employeelearningcenter@cabq.gov)

Registration forms must be submitted via email.

**Training Registration and Approval Form**

**Program:** Supervisor Development Program

**Time:** 8:30am – 4:00pm every Wednesday for 8 weeks

**Location:** Employee Learning Center, Basement of City Hall

**Cost:** \$200 per participant

**Session Dates (Please select one):**

SDP 26-1	SDP 26-2	SDP 26-3	SDP 26-4	SDP 26-5
07/09/2025- 08/27/2025	09/10/2025- 10/29/2025	1/07/2026- 2/25/2026	03/04/2026- 04/22/2026	05/06/2026- 06/24/2026

**Participant Information**

Full Name:		Employee ID #:	
Department:		Division:	
Job Title:		Grade:	
Work Phone:		Work Email:	
Date of Hire:		Supervisor position start date:	

**Supervisor Information**

Supervisor:	Supervisor's Initials:		
Work Email:		Work Phone:	

**Funding Source**

Fund:		Account #:	
Department #:		PC Bus. Unit:	
PC Project:		PC Activity:	
Source Type:			

**Requirements:** The Director's signature serves as approval for fees and attendance.

Director's Name (Print)

Director's Signature Date

Please return completed signed form to [employeelearningcenter@cabq.gov](mailto:employeelearningcenter@cabq.gov)