

Colorado WIC New Employee Training (NET) Registration Form

Reminders for signing up an employee for New Employee Training:

- Directors or supervisors need to complete and submit this form no later than two weeks prior to the New Employee Training week. If the name of the employee is unknown, please enter “unknown” so that we can save a spot and then contact Peggy Ramirez with the name and start date as soon as the new employee is hired.
- If overnight lodging is needed, we need to be notified at least **3 weeks in advance** to make accommodations.
- Please e-mail the completed form to Peggy Ramirez at Peggy.Ramirez@state.co.us and cc: your nutrition consultant. Forms may be faxed to 303-756-9926.
- Please complete all fields on this form with text even if you enter N/A or not applicable.

Name: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Start Date: [Click here to enter a date.](#)

Agency: [Click here to enter text.](#)

Clinic: [Click here to enter text.](#)

Clinic Mailing Address: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Supervisor: [Click here to enter text.](#)

Supervisor phone number: [Click here to enter text.](#)

Training Requested for: [Choose an item.](#)

If a new employee, who are they replacing? [Click here to enter text.](#)

Requested Training Date [Choose an item.:](#)

Lodging Required: [Choose an item.](#)

Lodging for which Nights? [Choose an item.](#)

Lodging “OTHER”, please specify: [Click here to enter text.](#)

Eligible for mileage reimbursement? [Choose an item.](#)

Eligible for meal(s) reimbursement? [Choose an item.](#)

Thank you for your help in planning our New Employee Training week!