



# HCM Training and Development Agency Contacts Form

Dear Agency Officials,

HCM Training & Development is in the process of updating our agency contacts list. An agency contact is an individual(s) who are listed as nominating officials in the Enterprise Learning Management (ELM) system or who coordinate T&D training for your employees.

It is imperative that we identify the correct individuals in your agencies so you receive information about our training schedule and other training opportunities. We only need one or two contacts per agency; however, if you would like to submit more, feel free to attach an additional page.

Please fill out, save and e-mail this form to [Lisa Fortier](#). If you would like to change the contact for your agency, please re-submit this form.

Please contact me if you have any questions.

Sincerely,

Lisa Fortier, Director  
Training and Development

Agency Name

Agency Number

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## **Nominating Official #1**

Full Name

Title

E-mail Address

Phone Number

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## **Nominating Official #2**

Full Name

Title

E-mail Address

Phone Number