



Submit completed application along with cover letter, degree sheet, and copy of most recent closed PMP to human.resources@omes.ok.gov. Applications must be submitted by March 1 for classes beginning in the following fiscal year (July 1 – June 30).

Date: (mm/dd/yyyy): _____ Employee ID: _____

Name: _____
Last First M/I

Address: _____
Number and Street City State/Zip

Title: _____ Division: _____

Work Phone: (____) _____ OMES Start Date: (mm/dd/yyyy): _____

Educational Assistance Requested for Course Enrollment July 1 – June 30

College/University/Institution	Degree/Program/Certification	Course(s) Begin Date	Course(s) End Date	Course(s) Cost

Scholarship(s), Fee Waiver(s), and/or Grants Received: _____

I certify that the above is true and complete. A cover letter, degree sheet, and a copy of my most recent closed PMP are attached.

Employee Signature

Date (mm/dd/yyyy)

Supervisor Signature

Date (mm/dd/yyyy)

Manager Signature

Date (mm/dd/yyyy)

Director (If ISD employee, CIO or COO) Signature

Date (mm/dd/yyyy)

Human Resources Director Signature

Date (mm/dd/yyyy)

_____(HR Initials) Current PMP overall rating is meets or exceeds standards.

_____(HR Initials) No formal discipline has been received within one year of this application.