



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 02-090

**October 8, 2002**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: PET Training Class**

A Professional Entry Test (PET) Training Class will be conducted on November 13, 2002, in the State Library Seminar Center. The training will begin at 8:30 a.m. and conclude at approximately 3:00 p.m., depending on the size of the class.

Please register for the class by completing the attached form and returning it to the Human Resources Office by mail or fax to (225) 342-7928. Please call (225) 342-0880 if you have any questions.

Attachment

**Please Post and Circulate**

**PROFESSIONAL ENTRY TEST TRAINING  
REGISTRATION FORM**

**November 13, 2002, 8:30 a.m. – 3:00 p.m.  
State Library Seminar Center, Baton Rouge**

**Please Print:**

**NAME:** \_\_\_\_\_

**OFFICE:** \_\_\_\_\_ **TELEPHONE #:** \_\_\_\_\_

**Signatures:**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return to:**

**Department of Culture, Recreation and Tourism  
Human Resources Office  
P.O. Box 94361  
Baton Rouge, LA 70804-9361  
Fax: (225) 342-7928**