



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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. 03-101

November 18, 2003

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 December 10, 2003, 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.

Managers should encourage their employees, who qualify for professional level jobs and are interested in promotional opportunities, to attend this training class to prepare for the Professional Entry Test.

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**

**December 10, 2003, 8:30 a.m.-3:00 p.m.
State Library Seminar Center, Baton Rouge**

Please Print:

NAME: _____

OFFICE: _____ **TELEPHONE #:** _____

E-MAIL: _____

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**