



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## **HUMAN RESOURCES MEMORANDUM NO. 04-034**

**June 18, 2004**

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

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT: PET Training Class**

A Professional Entry Test (PET) Training Class will be conducted on July 14, 2004, at the U.S. Mint, 3<sup>rd</sup> floor auditorium, in New Orleans. The training will begin at 9:00 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  
July 14, 2004  
U.S. Mint Auditorium, New Orleans**

**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**