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LIEUTENANT GOVERNOR

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

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## HUMAN RESOURCES MEMORANDUM NO. 04-043

August 26, 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 September 21, 2004, at the State Library Seminar Center in Baton Rouge. 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**