



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-010

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

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

SUBJECT: Professional Entry Test (PET) Prep Class

DATE: March 14, 2005

A Professional Entry Test (PET) Prep Class will be held on April 19, 2005, at the State Library Seminar Center, Room 124, located at 710 North 4th Street, 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, please encourage those employees who qualify for professional level positions and are interested in promotional opportunities to attend the class.

To register for the class, please complete the attached form and return it to the Human Resources Office by mail or fax before April 15, 2005. Should you have any questions, please feel free to contact Desha Walden at (225) 219-4331, or via email at dwalden@crt.state.la.us.

Attachment

dpw

Please Post and Circulate

**PROFESSIONAL ENTRY TEST PREP TRAINING
REGISTRATION FORM**

April 19, 2005

**State Library Seminar Center, Room 124
710 North 4th Street
Baton Rouge, LA 70802**

Please Print:

NAME: _____

OFFICE: _____ **TELEPHONE #:** _____

EMAIL: _____

Signatures:

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____

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