Instructions for Submitting Online Training Application

Adobe Acrobat
Users will need Adobe Acrobat Standard or Acrobat Pro for full form functionality. If using Adobe Acrobat Reader, users will need to save the form after completing all required fields, then email a copy of the form to reginbox@ph.lacounty.gov.

Users with Desktop Email Applications
If you have a desktop email application, clicking the 'Submit by email' button will open the email application and the program will generate a new email message andautomatically address the e-mail to reginbox@ph.lacounty.gov. The application is automatically attached as an XML file is and the subject line of the email will automatically contain "Training_Registration_Form_2021_final_062521.xml." Press the send button and theemail will be sent. If you want a copy of the application, you will have to hit the print button and print it out.
Note: some desktop email applications may not function as stated above. In this case please save the application form to your desktop; open your email program and addressa new email to: reginbox@ph.lacounty.gov; attach the saved application file to the email; and send the email. Please note the application will be saved as an XML data file. Users with Acrobat Professional will be able to save the application as a PDF file which can be attached to the email.

Users with Internet Email
If you do not have a desktop email application, a dialogue box will appear askingyou to "Please indicate the option which best describes how you send mail." You will see two options:
1) Desktop email Application and 2) Internet email.
Choose the 'Internet e-mail' option. A dialogue box will prompt you to save acopy of the Application as an XML data file. You will need to connect to the internet with your internet browser. Once the you log onto the internet email you will compose an e-mail and attach the XML file to the e-mail. You will need to address the e-mail to in the 'To:' field. Please note the application will be saved as an XML data file. Users with Acrobat Standard or Pro will be able to save the application as a PDF file which can be attached to the email.

Google Chrome
If using Google Chrome web browser to access the Training Registration Form and Adobe Acrobat Standard or Pro, users will need to first download the Training Registration Form before completing all required fields and submitting.

1. Open the Training Registration Form from http://publichealth.lacounty.gov/dhsp/Trainings.htm.

Register for a Training

If you are interested in attending a training, registration must be completed 6 weeks prior to the training day by submitting an application online. *DHSP* **will not** *accept applications by fax or mail.*

To register, please follow these four steps:

1. Review the training calendar and course descriptions.
2. Identify the training you wish to attend.
3. Click on the " Online Registration Application" link and fill out the PDF form.
4. Click on the "Submit by E-mail" button.

For additional information about specific trainings, the registration process, or to provide feedback about your training needs, please contact our training staff at trainingquestions@ph.lacounty.gov.

- Training Calendar - *Updated 5/28/21*
- Training Registration Application *Updated 6/25/21*
- Having trouble with the Online Training Registration Application? Click Here

2. Click the Download button in the top-right corner of the page and save the file to your computer.
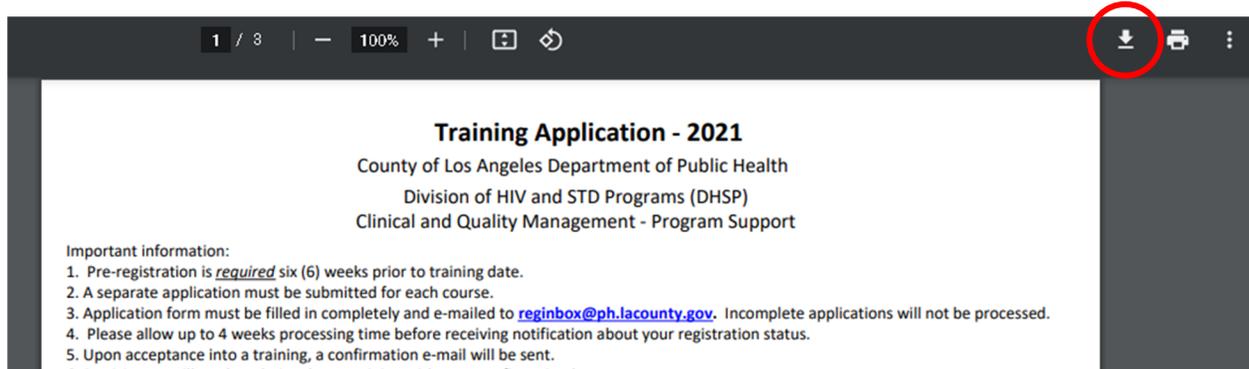
3. Complete all required fields and select the "Submit by E-mail" button to submit your completed form to DHSP.

For further assistance, please email trainingquestions@ph.lacounty.gov.