



801 Capitol Mall Sacramento, CA 95814 | www.spb.ca.gov

Governor Gavin C. Newsom

REGISTRATION FORM

State Personnel Board Hearing Advocacy Training August 25-August 29, 2025

Instructions: Please complete this form in its entirety. Mail your completed registration form along with a check payable to SPB for \$300.00 to: State Personnel Board, Attn: Registrar- Kimberly Donaldson, 801 Capitol Mall, Sacramento, CA 95814. No cash or credit cards will be accepted. Once payment is received confirmation will be sent to you by email. Training materials and course details will be provided by SPB. (Note: A registration form is required for each individual.)

Class size is limited to 48 participants. Only non-attorneys and attorneys with one year of experience or less will be admitted. Prior to August 15, 2025, slots will be equally divided between representatives for Appellants and representatives for Respondents. Afterwards, any remaining slots will be filled on a first-come basis. Once all slots are filled, a waiting list will be established in case of cancellations.

Written notice of cancellation must be received on or before August 18, 2025, to receive a refund. If you have any questions regarding registration, please feel free to contact Kimberly Donaldson at (916) 653-0799.

PARTICIPANT INFORMATION (PRINT OR TYPE)		
Last Name:		First Name:
Organization:		
Mailing Address:		
Email:		Phone Number:
Participant represents (check one): <input type="checkbox"/> Appellants <input type="checkbox"/> Respondents		
PAYMENT INFORMATION (PRINT PARTICIPANT NAME ON THE FACE OF THE CHECK)		Check No:
Participant Signature:		Date:
FOR SPB USE ONLY	Date Received:	Payment Included: