Class Sign-up for
Non-East Hawaii Region Employees
(All Travelers, Contract Workers, & Outside Professionals)

updated 8/10/2020

All Non-East Hawaii Region staff (travelers, outside RNs, community providers etc.) please go to Nursing Administration and pay for class before registering in HealthAcademy.

- Complete the Class Enrollment Form below and bring to Nursing Administration on the 1st floor. Managers: please direct these employees to Nursing Administration.
- Nursing Administration staff will verify class/seat availability; if class available, payment will be collected at that time to reserve your seat.
- Class Enrollment Form and proof of payment will be emailed to the Sim Coordinator and Organizational Development for student enrollment in HealthAcademy. Once enrolled, a confirmation email will be sent to all parties, including enrolled student, stating that the registration has been completed.

Print Name	Class Name
Job Title	Class Date Time
Place of Employment	Alternate Class Date/Time
Cell Phone No.	Email Address

For Nursing Administration Office Only

Payment Received by Date

Place receipt here

Scan this form (WITH attached copy of receipt) to the following parties (do not send via Interdepartment mail). Once enrolled into class, a confirmation email will be sent to all parties.

Nicole Vergara, Sim Coordinator
nvergara@hhsc.org

Organizational Development
hmcrganizationaldevelopmentDL@hhsc.org

For instructions on how to look for classes in HealthAcademy, go to the HealthAcademy Intranet site --> "How to Sign Up for Classes"

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