



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

Governor Gavin C. Newsom

REGISTRATION FORM

State Personnel Board Hearing Advocacy Training October 19–23, 2026

Instructions: 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 32 participants. Only non-attorneys will be admitted. Attorneys with one year of experience or less will be wait-listed. Prior to September 15, 2026, 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, including wait-listed attorneys.

Written notice of cancellation must be received on or before October 15, 2026, 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): ☐ Appellants ☐ 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: