

## Request for Required Training

<b>INSTRUCTIONS</b>	
<ul style="list-style-type: none"><li>▪ This form may be initiated to request a specified training course be required for one or more University departments.</li><li>▪ The completed form should be forwarded to Employee Services Training and Development for review and approval.</li><li>▪ If you have questions about this form, please contact Employee Services Training and Development at (254) 968-9592 or <a href="mailto:hrted@tarleton.edu">hrted@tarleton.edu</a>.</li></ul>	
<b>INFORMATION ABOUT THE TRAINING TO BE REQUIRED</b>	
1. Description of training:	
2. Reason for making this training a requirement (include statutory basis if any):	
<i>Examples: Required by HB 2639, Compliance with OSHA Section 510.02.01, System Regulation 33.0.5.02, Commitment to Internal Audit Finding</i>	
3. Employees who will be required to take this training (e.g., departments affected, job titles, functions):	
<i>Examples: all employees processing credit card payments; administrative assistants; all of Student Life</i>	
4. When and how often will these employees be required to take the training (e.g., within 30 days of hire; before being allowed to perform a certain job duty; every x years)?	
<b>REQUESTOR CONTACT INFORMATION</b>	
Name:	
Title:	
E-mail:	
Phone:	