

# **2024 DEPARTMENT TRAINING REQUEST FORM**

*Use this form for DEPARTMENT Training*

If you are requesting training for a department, please complete all fields on this form. Sign and return the form to email [Training@drpa.org](mailto:Training@drpa.org) **by July 24, 2023.**

**1. # Number of employees participating in training:**

**2. Job Titles of employees:**

**3. Department Name:**

**4. Name of requested training:**

**5. Procurement Method**

A. Is this a sole source vendor? Yes ☐ No ☐

(Sole Source definition can be found here: [http://e.net/purchasing/myWebsite/Sole\\_Source\\_Memo.html](http://e.net/purchasing/myWebsite/Sole_Source_Memo.html))

**If yes, justification for sole source:**

B. Do you have a quote from this vendor? Yes ☐ No ☐

**If yes, please attach quote from previous year.**

C. Has this vendor provided training previously? Yes ☐ No ☐

**If yes, when?**

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**6. Provider of the training/Vendor Name:**

**7. Anticipated Date(s) and Location (if unknown, indicate: TBD):**

*(\*\*Based on Procurement process, dates are subject to change)*

**8. Estimated Training Costs:**

Training Cost

Total Expenses: \$

**9. Training Specifications: Scope of Work**

**A. What are the requirements for this training?**

**B. Onsite or off-site training?**

**C. Department?**

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D. Number of days needed for training.

E. Certification and/or Cards? Yes ☐ No ☐

F. Certificate of Completion after course? Yes ☐ No ☐

G. Training Equipment: Produced by DRPA or Vendor?

H. Handouts: Instructor provided? Yes ☐ No ☐

I. Contact Name (Director; Foreman):

J. Mailing Address

K. What are the expectations for the requested training?

L. How will the skills gained from the training benefit the department?

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## **CHECKLIST FOR COMPLETION:**

- ☐ Complete all fields on the 2023 department training request form and **submit by July 24<sup>th</sup>** to the email address: [Training@drpa.org](mailto:Training@drpa.org)
- ☐ Please note, submitting a training request form does not guarantee training can be scheduled. Once the budget committee meetings are complete, supervisors should work with the Administrator, Training, Stephanie Woolley, who will notify managers if their training request is approved.
- ☐ Review **Policy #124**, Training, Business Seminars, Conferences, **Policy #123**, Education Reimbursement Program.

**If you have any questions, please contact,**

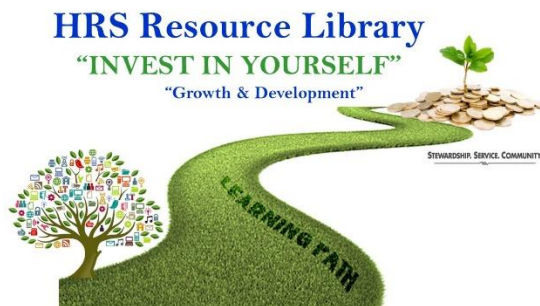
- Stephanie Woolley, HRS Administrator, Training and Employee Development at x2213
- Email us at: [Training@drpa.org](mailto:Training@drpa.org)
- Visit us on the web, HRS.e.net, "Training" tab or [hrsresourcelibrary.com](http://hrsresourcelibrary.com)

**Thank you for completing the Department Training Request Form.**

## **APPROVALS:**

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**Chief/Director/Supervisor/Manager/Foreman Signature:**

**Today's Date:**



*The DRPA is an Equal Employment Opportunity Employer.*