

## Training Request Process

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| Step | Who                    | Action  | Notes   |
|------|------------------------|---|---|
| 1.   | Employee or Supervisor | Identifies a training need for the Employee.  |   |
| 2.   | Employee               | Completes the electronic Training Request Form (TRF) and submits it to the Supervisor at least three weeks prior to class start date.             | For external training, provides brochures and, as applicable, registration form to Training Center (TC).  |
| 3.   | Supervisor             | Receives and approves or disapproves the TRF.   | If approved, electronically forwards the TRF to the TC and copies the Employee.<br>If disapproved, returns the TRF to Employee with the justification.  |
| 4.   | Employee               | Is notified by TC that the TRF has been approved by TDG and is authorized to attend the training.   | If disapproved, TDG discusses alternatives with the Supervisor and Supervisor notifies Employee.<br>If approved, TC registers the Employee with the course vendor and pays course costs.<br>For educational courses, the Employee registers with the educational institution. All training must be approved by TDG prior to the first day of class. |
| 5.   | Employee or Supervisor | If cancels or reschedules the training, follows the Cancellation Policy provided within the "Notification of Approval to Attend Training" e-mail. |   |
| 6.   | Employee               | Attends the training, completes the course requirements, and fills out the course evaluation form on-line.  | Employee discusses the content, quality, and relevance of the training with the Supervisor.   |
| 7.   | Employee               | Completes the reimbursement form as applicable.   | Some training (such as academic) requires the Employee to pre-pay, then submit a request for reimbursement upon completion.   |
| 8.   | Employee               | Forwards course certificate and applicable documentation to the TC.   | The Employee does not receive credit for the course until the evaluation form and the course completion documentation have been submitted.  |
| 9.   | Employee               | Checks Employee Self Service to verify that the training has been added to the Employee's record.   | Once the TC receives the required documentation, it is entered into CHRIS generally within a week.  |