

# Oak Ridge Office Training and Development Group (TDG) Training Request Process

Last Updated: 2-16-11

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). TDG will make best effort to process "last minute" requests that are caused by situations that are beyond the control of the employee.
3.	Supervisor	Receives and approves or disapproves the TRF.	If approved, electronically forwards the TRF to the TC and copies the Employee. If disapproved, returns the TRF to Employee with the justification.
4.	Training Center	Notifies Employee that the TRF has been approved by TDG and is authorized to attend the training.	TDG notifies employee if an alternate course is available that is more cost-effective, a training request is received for off-site training that is scheduled to be conducted in-house, or if additional documentation is needed. If disapproved, TDG discusses alternatives with the Supervisor and Supervisor notifies Employee. If approved, TC registers the Employee with the course vendor and pays course costs. 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 <a href="#">Reimbursement Voucher for Training Expenses</a> 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.	Training Center	Once the TC receives the required documentation, it is entered into CHRIS generally within a week.	
10.	Employee	Checks Training Summary in Employee Self Service to verify that the training has been added to the Employee's record.	