

Training Course Request Form

Requestor: Complete this form and submit to the RF Training Unit for assistance with your training needs.

Click the <Submit> button on this form or print and fax the completed form to the Training Unit at 518-434-8348. You will receive a receipt acknowledgement within one business day.

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| Request Date | |
| Location and Department/Office | |
| Requestor Name and Phone | |
| Training Topic(s) Requested (Be as specific as possible, providing any pertinent information to assist in training development.) | |
| Timing for Training (Is the need immediate, i.e., compliance related, etc.?) | |
| Training Audience (To your knowledge, does this impact a large campus audience? Which groups do you anticipate it impacting?) | |

Comments: