Office of Talent Management (OTM)
Learning and Professional Development (LPD)
On-Site Agency Specific Training Request Form

To request on-site agency specific training for State of Ohio employees (i.e. paid by the warrant of the Office of Budget and Management), please complete this training request form. The form must be completed in full.

- Training events require an advance notice of 10 business days and customized training requires a 30 day advance notice.
- All trainings require a minimum of 15 participants.
- Please complete the "**Agency Contact Information**" section in full.
- Click on the following link to send the completed training request form: DAS.HRD.Training.Staff@DAS.Ohio.gov.
- You will be contacted by a Training Manager within 2 business days upon receipt of this request to confirm receipt.

Agency Contact Information			
Date of Request:		Agency / Institution:	
Name of Contact Person:		Agency HR Administrator:	
Contact Phone:		HR Administrator Phone:	
Contact Email Address:		HR Administrator Email Address:	

Training Type / Indicate Course Name	Web-based	Hands-on	Blended
Supervisor/ Management Training:	☐	☐	☐
Employee Training:	☐	☐	☐
Combination of Employee / Supervisor:	☐	☐	☐
Online learning (Exempt / IT only)	☐		☐

Training Event Information			
Training Name or Topic:			
Date of the Training:		Address:	
Time of the Training:		City:	
Estimated number of participants:		Zip Code:	

Agency HR Administrator Review / Logistics	Yes	No
• Agency HR Administrator has reviewed and approved this request for training.	☐	☐
• Agency to arrange the room set up, podium, Internet connection, if required.	☐	☐
• Agency to provide a computer training lab / computer(s) / laptop for PPT presentation.	☐	☐
• Agency to provide the LCD projector for a PowerPoint presentation.	☐	☐

List any Special Instructions or Accommodations

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SPECIAL NOTE:

- **The length of training may vary between 2 and 8 hours. Please indicate the preferred length of time_____.**
- **Customized trainings must be coordinated directly with the OTM LPD, which may take up to 30 days to complete.**
- **Any exceptions to the parameters for your request shall be reviewed and approved by the OTM/LPD Administrator.**

DAS Internal Use: Approved by OTM/LPD Administrator: _____ Date: _____