

# 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 30 days.
- 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](mailto:DAS.HRD.Training.Staff@DAS.Ohio.gov).
- You will be contacted within three 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:		OEAP Coordinator:			
Contact Email Address:		HR Administrator Phone:			
		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):					
OEAP/Optum Training:					
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 PowerPoint presentation.					
Agency to provide the LCD projector for a PowerPoint presentation.					
List any Special Instructions or Accommodations					

**SPECIAL NOTE:**

Any exceptions to the parameters for your request shall be reviewed and approved by the OTM LTD Administrator or OEAP Manager.

DAS Internal Use: Approved by OTM LTD Administrator: \_\_\_\_\_ Date: \_\_\_\_\_