

**The University of Tennessee
Employee and Organizational Development
Request for Additional Training Credit**

This form may be submitted to request additional training credit for courses taken outside the UT Employee & Organizational Development office or courses not listed in *Training Pages*. Please include all requested information.

Employee Name Last _____ First _____ Middle _____
Personnel # _____ Title _____
Responsible Cost Center # _____ Cost Ctr Name _____
Email Address _____ Phone # _____

Event Category:

- Class CPS Recertification Conference/Seminar
 Institute EOD Online Supervisory Certification
 Web-based Training *(Please complete ALL sections required for E-learning substitutions before submitting Additional Training Credit form.)*

Event Information:

Title of Event: _____

Date(s) Attended: _____ to _____ *(Please complete one form for multi-day events.)*

Location of Event (City, State): _____

Sponsoring Organization: _____

Number of Training Credit Hours Requested: _____

Please provide a brief description of the purpose of the program:

Presenter(s) Information (if applicable):

Name: _____ UT Employee Non-UT Employee
Name: _____ UT Employee Non-UT Employee

Signatures:

Employee Signature *Date* *Department Head Signature* *Date*

Please return completed form to:
Human Resources
University of Tennessee Space Institute
411 B. H. Goethert Parkway, MS-11
Tullahoma, TN 37388-9700

For questions, call the Human Resources office, (931) 3937226