Texas A&M University-Commerce
Request for Mandated Training

INSTRUCTIONS

- This form should be completed by an A&M Commerce subject-matter expert after a need for required training has been identified. A&M Commerce required training is training that is required of employees by mandate (Rule, Regulation, Policy, Procedure or Statute).

- If you have questions about this form, please contact the Executive Director of Training and Development at (903) 468-3021.

INFORMATION ABOUT THE TRAINING COURSE

1. Title and description of training (50 words or less):

2. Reason for making this training a requirement (include statutory basis if any):

3. Employees who will be required to take this training (include approx. # of employees affected and designated ADLOCs if needed):

4. When and how often will these employees be required to take this training (e.g., within 30 days of hire; before being allowed to perform a certain job duty; every X years)?

5. Office responsible for supervision/oversight and assignment of training:

6. Please check the box if this course is going to be offered online through Train Traq. ☐

REQUESTOR CONTACT INFORMATION

Name:
Title:
E-mail:
Phone:
SIGNATURES

Last updated: April 15, 2013

_____   _____   _____
Requestor (printed)   Signature   Date

I agree____ with this request.   I do not agree ____ with this request.
Comments:

_____   _____   _____
Requestor's Department Head (printed)   Signature   Date

I agree____ with this request.   I do not agree ____ with this request.
Comments:

_____   _____   _____
Executive Director Training & Development (printed)   Signature   Date

I agree____ with this request.   I do not agree ____ with this request.
Comments:

_____   _____   _____
Chief Business Officer (printed)   Signature   Date

I agree____ with this request.   I do not agree ____ with this request.
Comments:

_____   _____   _____
President (printed)   Signature   Date