

Procedure	Request for Training Assistance	Effective Date:	January 2013
Procedure #	5.1		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this procedure is to complete the proper steps for training assistance from the Training and Organizational Development Department.

Form Completion Procedure:

1. Enter http://www.emich.edu/hr/tod/documents/t_od_inquiry_request_form.pdf into your internet browser address bar.
2. Print the blank form.
3. Complete all sections of the form to the best of your knowledge.
4. Contact the Learning and Development Specialist (contact information in form) for assistance.

Form Submission Procedure:

1. You may submit the completed form to the Department of Training and Organizational Development electronically or via campus mail.
2. Scan the completed document and email it to the Learning and Development Specialist (contact information in form) or deliver the completed form to 140 McKenny Hall.
3. You will be contacted regarding your form submission after it is received by the Department.