

Training Request Form

Please submit this form to EH&S at least six (6) weeks in advance of the proposed date. We will reply to your request within five business days. If we can accommodate the request, a fixed-price fee may be necessary, and we will offer a proposal for your approval. If you request a new training course, development time may be longer than 6 weeks, in which case the timeframe will be designated in the proposal. Submit request by email to ehstrain@uw.edu or paper to Box 354400.

Note: A budget number is required when requesting First Aid CPR training.

Name:
Title:
Budget Number:
Department:
Email:
Phone Number:
<i>Please complete one request per form.</i>
Request: Class or classes from our baseline training list for your group or department. Please include the type of audience (research, trades, office, etc.).
Request: New training (training not already offered on our baseline training list; please provide a description, learning objectives, and the type of audience).
Proposed Date: _____ Start Time: _____
Proposed Location (to be provided by the requester):
Number of Attendees:
For questions, contact EH&S Training at ehstrain@uw.edu or 206.543.7201.

Rev 12/13