

**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. Please include all requested information.

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

Event Information:

Title of Event: _____

Date(s) Attended: _____ to _____

Location of Event: _____

Sponsoring Organization: _____

Number of Training Credit Hours Requested: _____

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

Event Category:

- Class Web-based Training Conference/Seminar
 Institute CPS Recertification

Presenter(s) Information (if applicable):

Name: _____	<input type="checkbox"/> UT Employee	<input type="checkbox"/> Non-UT Employee
Name: _____	<input type="checkbox"/> UT Employee	<input type="checkbox"/> Non-UT Employee
Name: _____	<input type="checkbox"/> UT Employee	<input type="checkbox"/> Non-UT Employee
Name: _____	<input type="checkbox"/> UT Employee	<input type="checkbox"/> Non-UT Employee

Signatures:

Employee Signature _____ *Date* _____ *Department Head Signataure* _____ *Date*

Please return completed form to:
**The University of Tennessee
Employee & Organizational Development
Suite 220, Conference Center Building
Knoxville, TN 37996-4125**

For questions, call the EOD office, (865) 974-6657