

CHANGE REQUEST TO BUREAU MANDATORY TRAINING STANDARD

Please Check Appropriate Section Below

Addition to the mandatory training standards		Removal from the existing training standards		
Modification to existing standards		Change of target audience		
Is the course Mandatory? If yes please indicate program statement, chapter, page number, etc: If this is an existing course, please explain justification for change; such as program statement, chapter, page number, etc:				
Course Title:				
TRAINING SITE NOTIFICATION			Yes	No
Has the Management and Specialty Training Center (MSTC) or Staff Training Academy (STA) been contacted? If yes, who is your contact person?				
If the requested training will not be held at MSTC or STA, list where the training will be conducted?				
IMPLEMENTATION INFORMATION			Yes	No
Has a needs assessment been conducted? If yes, please attach.				
Has a lesson plan been developed? If no, who will be develop the lesson plan? If yes, please attach.				
Has a "justification" been completed? If yes, please attach.				
Have the training hours been established? If yes, please list. ()				
Has a delivery system been recommended? If yes, please list or check appropriate box below				
Video/CD Rom	Distance Learning	Correspondence	Residential-based	Institution based
Has a deadline for implementation of the new standard been set? If yes, please list the date.				
Is there a time limit which staff will be held accountable for implementation of the new standard? If yes, please list.				
List anticipated course duration to meet departmental training objectives, e.g., 1 year, 3 years, indefinite.				
Please complete and attach a projected cost analysis for the next three years.				
Please indicate who will fund the development and/or implementation.				
Requesting Official & Title:			Date Request Submitted:	
COURSE CODE ASSIGNMENT: TO BE COMPLETED BY TSDB/HRMD				
Date Assigned:	Course Title:		Course Code:	
Person(s) Notified:				
APPROVAL SIGNATURES				
Director, MSTC or STA				
Chief, Training and Staff Development Branch				
Assistant Director, Human Resource Management Division				

Please forward a copy to: Chief, Training & Staff Development Branch, Central Office - Phone: (202 -514-8758);
 Director, Management and Specialty Training Center, Aurora, CO - Phone: (303) 340-7800
 Director, Staff Training Academy, Glyco, GA - Phone (912) 267-2711

(This form may be replicated via WP)