



Mandatory Training Request

Statewide Online Education Program

In alignment with legislative requirements, SOEP has developed training for all LEA staff and counselors.

Participation in this training does offer one licensure hour.

All training request forms must be submitted at least two weeks prior to your training session.

Requester Information

Enter the information about the person requesting the training.

Name	<input type="text"/>	Phone number	<input type="text"/>
School district	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Date	<input type="text"/>

Type of Training Requested

- ☐ In-Person Individual Session
- ☐ In-Person Group Workshop

Location and Room Number

Presenting tools available:

- ☐ Projector ☐ Microphone

Other

- | | |
|--|---|
| <input type="checkbox"/> Virtual Webinar: Group | <input type="checkbox"/> Participants will have their own screens |
| <input type="checkbox"/> Virtual Webinar: Individual | <input type="checkbox"/> Participants will watch a projection |

Zoom Link

Provided by USBE Staff

Do any participants require accommodations?

<input type="checkbox"/> Closed Captions	<input type="checkbox"/> Digital Documents	Other <input type="text"/>
<input type="checkbox"/> Enhanced audio	<input type="checkbox"/> Interpreter	

Final Details

Number of Participants

Requested Training Dates
Please provide at least 2 options

Trouble Shooting Assistance

Complete the following if the information about person available for troubleshooting assistance during the training is different than the requester.

☐ The requester is the same person who will handle this role.

Name Phone number

Position Email

Additional Notes

For any questions please call: (801) 538-7783

To submit, email completed form to: cynthia.white@schools.utah.gov

Name of USBE Specialist Processing this Request