



# Training Request Form

## 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**

**Phone number**

**School district**

**Title**

**Email**

**Date**

### Type of Training Requested

In-Person Individual Session

In-Person Group Workshop

### Location and Room Number

#### Presenting tools available:

Projector

Microphone

Other

Virtual Webinar: Group

Participants will have their own screens

Virtual Webinar: Individual

Participants will watch a projection

## Do any participants require accommodations?

Closed Captions

Digital Documents

Other

Enhanced audio

Interpreter

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## Final Details

### Number of Participants

### Requested Training Dates

*Please provide at least 2 options*

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## 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**

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### Additional Notes

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

To submit, email completed form to: [cynthia.white@schools.utah.gov](mailto:cynthia.white@schools.utah.gov)