State of Alabama



**IN-STATE TRAINING REQUEST**

**PROCEDURE**

Once an in-state training session has been identified, the employee is to complete the top two portions of the “In-State Training Request” form. This form, along with a copy of the training agenda and the completed training registration form must be submitted to the employee’s immediate supervisor for his/her signature and approval. If the immediate supervisor approves the request for training, the form and the accompanying documentation are then given to the Campus Administrator for his/her approval. This process continues until all required signatures/approvals are obtained.

Whether or not the training is approved, the employee will receive a copy of the signed “In-State Training Request” form.

If approved, it is the employee’s responsibility to submit the fully executed “In-State Training Request” form to the Campus Business Manager in order to obtain a purchase order for payment of registration fees, etc*. It is the employee’s responsibility to register for the training session.*

It is also the employee’s responsibility to submit documentation of attendance to the Director of Training and Staff Development or to the Training Coordinator. Documentation can include: a CEU or attendance certificate, copy of a sign-in sheet, or some other proof of attendance.

