



Course Request Intake Form

Requestor: _____ Date: _____

Job Title: _____ Phone Number: _____

Program/Unit/Facility Name: _____ Intake #: _____

Project Type:

- New course
- Course revision

Area:

- Detention
- Probation
- Prevention
- Residential
- Other: _____

Delivery:

- Instructor- Led
- E-learning
- Webinar
- Lunch & Learn

Course Information

Course Topic: _____ Desired Length (# of hours): _____

Course Audience (Who needs/should take this course?): _____

Attendance:

- Mandatory
- Voluntary
- Other: _____

Instructional Method(s):

(Check all that apply)

- Lecture
- Simulation / Hands-On
- Role Plays
- Demonstration / Case Study
- End of Course Exam
- Other: _____

Number of Trainees:

- Minimum: _____
- Maximum: _____

Course Goal: *What do you want participants to know and do as a result of attending the course?*

What subtopics should be covered in the course?

What (if any) content or training material is available on the course topic or subtopics? *Content is any information or materials that support the course goal. Content can be provided in many forms such as PowerPoints, training manuals, guidance documents, sample forms, infographic images, training videos, etc.*

Contact Person: _____

Desired completion date for course: _____