



**REQUEST FOR ONLINE TRAINING SERVICES
OFFICE OF HUMAN RESOURCES, TRAINING SERVICES DIVISION**

INSTRUCTIONS: Please complete this form, save a copy to your computer, and e-mail a copy to David Mark at david.mark@maryland.gov.

Date of Request:	
Facility/Unit/Administration:	
Type of Request (check one):	<input type="checkbox"/> Develop online course <input type="checkbox"/> Develop online survey <input type="checkbox"/> Develop performance support elements <input type="checkbox"/> Develop audio/video modules <input type="checkbox"/> Develop certification tests <input type="checkbox"/> Other; please describe
Requirement For All DHMH Staff:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requirement For One Facility/Unit/Administration:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Request:	
Requesting Person (Name, Phone Number, E-mail and Signature):	
Requesting Person's Appointing Authority and Signature	
THIS SECTION TO BE COMPLETED BY TSD STAFF	
Target Completion Date:	
Acknowledgement By TSD Chief:	
Acknowledgement By OHR Director:	