



UT Martin

Guidelines for the Request for Additional Training Credit

1. Complete the Request for Additional Training Credit form.
2. Be certain to include the Event Information, as well as provide a brief description of the purpose of the class, seminar, workshop, or Web-based training.
3. Under the Event Category, classify the type of event attended.
4. Provide the Presenter's information or list the name of the Instructor.
5. Be sure to include your signature and your supervisor's signature.

Things to consider as Additional Training Credit include:

- ✓ Professional Development courses or seminars
- ✓ Continuing Education Courses
- ✓ Training provided by the Instructional Technology Center
- ✓ EAP Seminars and Supervisor's Training on campus
- ✓ Police Certification
- ✓ Preparation courses for certifications
- ✓ Institutes
- ✓ Scheduled IRIS Training
- ✓ FERPA Training
- ✓ Computer Based Training
- ✓ Other Training or Certifications

Please return the completed form to:

*University of Tennessee at Martin
Karen Sliger, Program Resource Specialist
110 Gooch Hall
Martin, TN 38238*