



The University of Tennessee Martin
Employee Training and Development
Request for Additional Training Credit

This form may be submitted to request additional training credit for attending workshops, conferences or courses taken. Please include all requested information.

Employee Information:

Name Last First Middle
IRIS Personnel Number Title Phone Number
Email Address: Responsible Cost Center Number Cost Center Name

Event Information:

Title:
Location:
Organization:
Date(s) Attended: to Number of Training Credit Hours requesting:

Please provide a brief description of the purpose of this program (how does it benefit you and the Institution):

Event Category:

- Class/Course Web-based Training Conference/Seminar/Institute
Certifications Recertification Workshop

Presenter(s) Information (If applicable) or Instructor's Name:

Name(s):
UT Employee(s): Yes No

Signatures:

Employee Signature Date Department Head (Print) Department Head Signature Date

Please print this file and return completed form to:

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

For questions, call the Training and Development office at (731) 881-7940

