

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