



## Learning Portal FAQ for External LEAs or Organizations

### General Overview & Purpose

**Q. What is the purpose of the USBE Learning Portal?**

A. The Learning Portal survey is utilized by the Utah State Board of Education (USBE) to coordinate professional learning, training, and technical assistance with local education agencies. It helps USBE be responsive to needs across the state.

**Q. I'm used to using the TRP or other request forms. Do I still need to use those?**

A. No. The Learning Portal allows the agency to use one consistent process for all requests. You should no longer use the TRP or other forms outside the Learning Portal request process.

**Q. Where can I find the official link to submit a request?**

A. You can access the form directly via the link [bit.ly/usberequest](https://bit.ly/usberequest) or you can visit the website at [schools.utah.gov/learningportal](https://schools.utah.gov/learningportal).

**Q. I prefer to just email staff. Can't I do that?**

A. Staff are happy to help you navigate the process, but they will also direct you to include the request in the Learning Portal.

### Form Submission Requirements

**Q. I am not a USBE employee. How should I answer the “origin of the request” question?**

A. Anyone who is not a USBE employee must select “No” to properly indicate it is an external request.



**Q. Why do I need an LEA administrator to approve the request before I submit it?**

A. LEA administrators need to be aware of the learning provided in their system. This allows administrators a chance to affirm that the learning is needed, a good use of time, is not duplicated by other planned learning, and aligned to LEA objectives.

**Q. Why does the request survey ask for my contact information twice?**

A. It is common for support or school staff to complete the request on the behalf of someone else. The first contact information page is for the person filling out the form in case there are questions about the form itself. The LEA contact information page is only required if the person filling out the form is not the administrator.

**Q: How do I submit a request if multiple LEAs are joining the learning?**

A. If you are allowing multiple LEAs to participate in the learning activity, you should select the designated hosting LEA from the drop-down menu and then provide the information that other LEAs may participate in details about the learning.

## Details & Logistics

**Q. How far in advance do I have to make a request?**

A. A month or more is the ideal lead time, but at least two-weeks are highly recommended. Requests are reviewed and distributed to staff on a weekly basis. The further in advance the event it planned, the more likely staff will be able to accommodate the request.

**Q. I have a set date in mind. Why am I forced to provide three dates?**

A. Staff are not always readily available and providing three dates increases the likelihood they can attend the event. If your learning can *only* take place on a certain date, you should note that in the final question that asks for any additional information.

**Q. What counts as “USBE Required Training”?**

A. Select **"Yes"** only if the learning activity is legally required by legislation or serves as a mandatory follow-up training to address official monitoring findings. For all other standard or elective requests, select **"No"**.



**Q. Is there a minimum number of participants required to host a learning activity?**

A. While individual departments within USBE may have varied minimum requires, a minimum of 10 participants is generally recommended to engage in these learning activities.

## Review Process & Support

**Q. Does submitting a request guarantee that USBE will conduct the training?**

A. No. Submitting a request does not automatically ensure that a learning activity will be conducted. Approved requests are scheduled based on staff capacity, alignment to strategic objectives, federal and state reporting requirements, critical mass of attendees, and other factors. Some requests are also addressed in other ways, such as readily available resources.

**Q. What happens after I hit submit? When will I hear back?**

A. Upon submission, you will receive an email confirmation that includes a copy of your response. You can expect a formal review process and follow up response from USBE within 7-10 business days.

**Q. Who can I contact if I have additional questions or need to follow up?**

A. If you have any further questions, please contact Kellie Brimhall at [kellie.brimhall@schools.utah.gov](mailto:kellie.brimhall@schools.utah.gov).