



Mandatory Training Request

Statewide Online Education Program

In a commitment to supporting student success through online education, mandatory training has been developed for all school counselors working with students in grades 6-12.

Participation in this training is **required** and provides an opportunity to earn one licensure hour.

All training request forms must be submitted at least *two weeks* prior to your training session.

Requester Information

Enter the information about the person requesting the training.

Name

Phone number

School district

Title

Email

Date

Type of Training Requested

Virtual Meeting

In-Person Group Workshop

Date, Time, Location

Presenting tools available:

Projector

Microphone

Other

Virtual Webinar: Group

Participants will have their own screens

Virtual Webinar: Individual

Participants will watch a projection

Zoom Link

Provided by USBE Staff

Do any participants require accommodations?

Closed Captions

Digital Documents

Other

Enhanced audio

Interpreter

Final Details

Number of Participants

Requested Training Dates

Please provide at least 2 options

Trouble Shooting Assistance

Complete the following if the information about person available for troubleshooting assistance during the training is different than the requester.

The requester is the same person who will handle this role.

Name

Phone number

Position

Email

Additional Information

For any questions please call: (801) 538-7783

To submit, email completed form to: cassia.peeler@schools.utah.gov

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Name of USBE Specialist Processing this Request