



Request to Create Blue Collar Funded Session in the Delaware Learning Center (DLC)

Agency/Department:	Division:	Date:
Agency Contact Person:	Email:	Telephone:
Instructions: <ul style="list-style-type: none"> Each session requires a new form; complete all required fields to prevent delay Requests must be submitted at least 60 days prior to the start of the session date Registration for training sessions are restricted to designated employees until 20 days prior to the session at which time the session may be opened to all state employees Submit to: statewide_training@delaware.gov 		

Session Information

Training Event associated with this Session:		
Name of the Session to be used within the DLC:		
Availability to Which Employees:		
Class Size:	Minimum:	Maximum:
Name and address of the facility where the training will be conducted:		
Name of Trainer:	Email:	Telephone:
Special Instructions to the Students:		



Will this training be multiple days?	If Yes, how many days?	Total Number of training hours excluding meal breaks:
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Session Start Date:	Session End Date:	
Day 1. Date:	Start Time:	End Time:
Day 2. Date:	Start Time:	End Time:
Day 3. Date:	Start Time:	End Time:
Day 4. Date:	Start Time:	End Time:
Day 5. Date:	Start Time:	End Time:
Day 6. Date:	Start Time:	End Time:
Day 7. Date:	Start Time:	End Time:
Day 8. Date:	Start Time:	End Time:
Day 9. Date:	Start Time:	End Time:
Day 10. Date:	Start Time:	End Time:

Additional Comments:

	Save	Submit
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