Expand rows as needed. Do not type in the grey areas.

|  |
| --- |
| 1. Title of training |
|  |
| 1. Date, Time, & Location of Training |
|  |
| 1. Name, address, and phone number of person coordinating the training (only 1 coordinator) |
|  |
| 1. Organization(s) sponsoring the training |
|  |
| 1. Total number of contact hours requested. |
|  |
| 1. Agenda or outline listing the topic(s) to be presented and the time allotted for each, including start and end time, breaks, etc. (Expand the section as needed and/or attach additional sheets such as agendas etc.) |
|  |
| 1. Name(s) of instructor(s) (and qualifications if a new instructor) |
|  |
| 1. Educational formats to be used: PowerPoint presentations, publications, manuals, handouts, videos, tours, field trips, etc. |
|  |
| 1. Justification: why can we approve this as animal waste management training? |
|  |
| 10. Brief class description and/or registration info. (max. 255 characters – about 3 lines). The coordinators phone # is automatically listed online. |
|  |