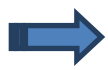


Scheduling a training session is simple:



Please complete the attached form at least *two weeks prior* to your training request date. Respirator training will require *at least a four-week* advance notice.



When complete, submit the form and any additional questions to:
safetyandcompliance@ehs.ucla.edu

This information will help EH&S schedule training to best meet your department/shop needs. We will work with you to meet your training deadlines as best we can, but please keep in mind we may have to shuffle priorities as needed! (If this is the case, you will be notified immediately of any delays in scheduling.)

Next Steps:



We will be in touch shortly to confirm objective, resources, team and timeline for the training, as well as to plan the location, time, resources, and roster for the event!

- To assist with planning, please let us know your availability in the **Additional Notes** section of the form.

Thank you for your request. We look forward to working with you!



TRAINING INFORMATION

Department: Date:

Requestor:
Proposed Date & Time:
Training Audience:
Topic:

If not a regularly offered training, please describe your needs:

Additional Notes:

FOR EH&S USE ONLY

Assigned Trainer:

Signature:

Date:

Additional Notes: