

ULearn Training Curriculum Request



This form is designed for clients to request the creation of a new curriculum training module in ULearn, the University of Miami's learning management system (LMS). Curricula are composed of a combination of existing training modules in ULearn, if new trainings need to be added to the system please refer to the Instructor Led Training Module and Online Training Module request forms. Please note that all learning modules submitted to be uploaded should be in AICC or SCORM format.

Note: the ULearn system does not allow ULearn System Administrators to retrieve uploaded files; therefore, it is the responsibility of the requestor and their department to keep a copy of all source files.

This form must be approved by:

- Barry Grosse, Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical campus
- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

Completed and approved forms should be scanned and sent to: ulearn@miami.edu. Once the form is submitted with the appropriate signatures, the requested documents will be configured in ULearn. A ULearn System Administrator will contact the requestor regarding configuration and formatting details. Forms submitted without the appropriate approvals will not be processed.

Requestor Information	
Name:	EMPLID:
Title:	Department:
Phone:	Email:
Curriculum Request	
Title of training curriculum (as it will appear in ULearn):	
Is this a new curriculum?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, is it substituting an existing curriculum? <i>Name of curriculum replacing:</i>
Is this file in AICC or SCORM format?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please submit in AICC or SCORM format.
Allow users to take curriculum more than once: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If live sessions will be part of your curriculum, is there a maximum number of participant registration for the session: Maximum number:	
Allow a waitlist for this session?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of training credit hours (if any):	
Enter the desired launch date for the training curriculum:	
Will this curriculum require a deactivation or expiration date?: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , enter the desired deactivation date for the training: <i>Please note that learning activities that are not accessed for more than twelve (12) months will be automatically deactivated.</i>	

List all courses that will be included in the curriculum below using their titles and delivery format in ULearn:

Enter the objectives for your training curriculum below:

Indicate the keywords to be used for users to search for the curriculum in ULearn:

Who will be allowed to access the training curriculum:

Does this curriculum have any pre-requisite(s)?: Yes No

If Yes, please indicate their titles and delivery formats below:

Approvals

This form must be approved by:

- Barry Grosse, Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical Campus
- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

Signature of Requestor/Title:

Date:

Signature of Approver/Title:

Date: