

Instructor-Led Training Module Request

This form is designed for clients to request the creation of a new, live, instructor-led training module in ULearn, the University of Miami's learning management system (LMS). The default training contact is the requestor, however the requester may identify a training contact besides themselves in the Training Contact Info section of the form. The Training Contact will be responsible for direct contact with employees in regards to any questions they may have during or before enrolling in the course.

Complete this form and then scan and email to ulearn@Miami.edu using a UM email account. Upon approval, the requested training will be added to ULearn. If the requestor does not have administrative permissions within ULearn then they will have to request them in order to assign the training.

Requestor Information	
Name:	EMPLID:
Title:	Department:
Phone:	E-mail:
Training Contact Information (If different from requestor)	
Name (first and last):	EMPLID:
Phone:	E-mail:
Training Request	
Title of learning activity (as it will appear in ULearn):	
Learning activity type: <input type="checkbox"/> Compliance <input type="checkbox"/> Staff Development If this a compliance ILT the form must be approved by: <ul style="list-style-type: none"> • Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical Campus • Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Gables/RSMAS campus 	Estimated time of learning activity:
Allow users to attend multiple sessions: <input type="checkbox"/> Yes <input type="checkbox"/> No	Track user's interest in the course?: <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the maximum number of participant registration for this session:	
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:	
Will this learning activity require a deactivation or expiration date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, enter the desired deactivation date for the training: _____ (Please note that learning activities that are not accessed for more than twelve (12) months will be automatically deactivated.)	

Enter a detailed description of the learning activity below:

Enter the objectives for your learning activity below:

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

Who will be allowed to access the learning activity:

Does this learning activity have any pre-requisite(s)? Yes No

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

Approvals (for Compliance Trainings)

Approver Name (Printed):

Approver Signature:

Date:

For Compliance ILT forms submitted without the appropriate approvals will not be processed.
Approved form should be scanned and sent via email to ULearn@miami.edu .