

VRIS UPDATE

TRAINING REQUEST INSTRUCTIONS, FORM AND TRAINING BUDGETS - REVISED Effective October 1, 2013 Number 368

SUMMARY OF UPDATES

1. The Training Request Instructions has been updated to include the creation of Team Training Budgets and changes to the Training Request Instructions.
2. The Training Request form has been updated to include a checklist for staff, for Office Directors and State Office Staff to use when completing or approving a Training request. The Training Request allows staff requesting training to electronically fill out their part, save it and email to their Office Director. The Office Director can open this document and complete their portion electronically also. This form works best when opened in Adobe Reader.

VRIS POSTING

1. [Training Request Instructions](#) have been posted to the Program Manual – Administrative Index – Personnel.
2. The [Training Request Form](#) have been posted to Forms and Marketing – Administrative Forms.

FORMS REVISED

Training Request Form.

QE2 UPDATE

None

MONITORING REQUIREMENTS

Office Directors are responsible for monitoring their team budgets and making sure the correct form is being used.

TEAM COMMUNICATION

Discuss at a team meeting the change to the Training Request and how to use it electronically. This form works best when opened in Adobe Reader.

Destroy any paper copies of older Training Request Forms and replace any electronic Training Request Forms staff may have downloaded to their computer with the current version.

LEADERSHIP CONTACT

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