|  |  |
| --- | --- |
|  | Live Training Request Form |

**To request a live training for your program, please complete this form and send to** [**phmcuniversity@phmc.org**](mailto:phmcuniversity@phmc.org)

**Please note:** When setting up trainings PHMC University staff use the following best practices:

* Trainings will be held at 1500 Market Street as to accommodate the largest possible audience.
* Training will be scheduled as soon as possible; however, please allow at least 30 days from the date of request submission for instance of your live training.
* In the case that the program does not fill all seats allowed by the trainer, PHMC University staff will open the remaining seats up to the larger organization for registration.
* All programs will be billed individually for the number of seats they request.
* In the case that a program has cancellations or no-shows after the training has been scheduled, PHMC University will bill the program for all requested seats, if replacements cannot be found.
* PHMC University does not provide food at live trainings. In the event that you would like to provide food for you staff, you will be required to contact a caterer to make arrangements, including payment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training Topic/Course Name** | | | | |  | | |
| **Training Description** | |  | | | | |
| **PHMC Program** | |  | | | | |
| **Contact person / phone number** | |  | | | | |
| **Preferred date / timeframe** | |  | | | | |
| **Is this training required to meet a funder mandated regulation?** **If so, what regulation?** | | | |  | | |
| **Does this training require a set curriculum? If so, what are the requirements?**  (For example: “Training must be state certified through BHTEN”) | | | | | |  |
| **Number of staff that require training** (Please attach staff list) | | | | | |  |
| **Preferred Trainer or Training Body**  (Please include if you’ve used a particular trainer in the past) | | |  | | | |
| **Total Amount Budgeted for Training** | | |  | | | |
| **Budget Code** |  | | | | | |