|  |  |
| --- | --- |
|  | DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) **Washington State Learning Center (LC) New Course Request** |
| Use this form to submit requests for new courses, such as Instructor-Led Training (ILT), Online-Led Training (OLT), general documents, etc. Send your completed form to the Learning Center Training Administrator at DDATLCHelp@dshs.wa.gov.  |
| COURSE TITLE |
| COMPLETION CRITERIA[ ]  Test [ ]  Signature [ ]  Attendance |
| COMPLETION CRITERIA[ ]  Office of the Assistant Secretary (OAS) [ ]  Field Service Offices (FSO)[ ]  Residential Habilitation Centers (RHC) [ ]  SOCR / SOLA (State-Operated Living Alternatives) |
| COURSE DESCRIPTION (INCLUDE PURPOSE AND OBJECTIVES) |
| PRIMARY DELIVERY METHOD[ ]  ILT [ ]  OLT [ ]  On-The-Job Training (OJT) [ ]  Observation Checklist[ ]  General Document [ ]  Quick Assessment |
| TRAINING HOURSCEU hours: CEU code:  |
| Flag for Approval: [ ]  Yes [ ]  No | REGISTRATION AUDIENCE | ASSIGNMENT AUDIENCE |
| ASSIGNMENT TERMS (INCLUDE DATE, FREUENCY, PRIORITY, EXCEPTIONS) |
| REQUESTOR’S NAME | CONTACT PHONE NUMBER | EMAIL ADDRESS |
| **This section completed by Learning Center Training Administrator.** |
| COURSE CODE | COMPLETED BY: |