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Instructor Led Training (ILT) Course Creation Request Form [1]

Reporting and tracking course completions in Human Capital Management (HCM) and/or CU Student Integrated Systems (CU-SIS) requires that a course code be established first. Employee Learning and Development (ELD) needs specific information in order to create the course code. **Before submitting the form, please make sure that the course hasn't already been requested by your department.**

? **Instructions:**

1. Complete the information requested in the form.
2. Contact system.training@cu.edu [2] if you have questions.

Required Information for HCM and CU-SIS

Will employees be completing this course? *

○ Yes

○ No

(Note: Employees = faculty, staff, affiliates, student employees)

Will students be completing this course? *

○ Yes

○ No

(Note: Student employee completions are tracked through HCM. Student completions are tracked in CU-SIS.)

Course Title *

Course Type (select one) *

○ Compliance

○ Functional

○ Management Development

○ Skill Development

○ Supervisory Skills

○ Technical

Channel/Library Location *

Duration of Course *

Description of Course (two to three sentence summary) *

Contact Person (Course Manager)

Name: *

Phone: *

Email: *

Will your users be enrolling in this course through Skillsoft? *

○ Yes

○ No

Skillsoft Administration

Complete this section only if active registration and course/sessions are being managed in Skillsoft.

Session Administrator(s) - up to 3 *

Please provide a name and email for each Session Administrator.

Instructor(s)

Please provide a name and email for each Instructor.

LOCATION OF COURSE SESSIONS

Building name:

Room:

Room Capacity:

Minimum Enrollment (Auto set to 5) *

Maximum Enrollment (Capacity) *

Should not exceed the size of the room scheduled for the session.

Date of First Session *

Please enter the date of the first session.

Time of First Session *

Enter the start and end time of the first session.

Preview

Source URL:https://www.cu.edu/employee-services/forms/instructor-led-training-ilt-course-creation-request-form

Links
[1] https://www.cu.edu/employee-services/forms/instructor-led-training-ilt-course-creation-request-form
[2] mailto:system.training@cu.edu