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

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.

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

Links
[2] mailto:system.training@cu.edu