

## **Instructor Led Training (ILT) Course Creation Request Form** <sup>[1]</sup>

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](mailto:system.training@cu.edu) <sup>[2]</sup> 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

HCM Community  
Employee Services

---

**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>