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.

Instructions:

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

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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
Office 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