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**The University of Tennessee at Chattanooga (UTC)**

**Employee and Organizational Development**

**Request for Additional Training Credit**

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This form may be submitted to request additional training credit for courses taken outside the UTC Office of Human Resources. Please include all requested information.

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**Employee Name** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
**IRIS Personnel #** \_\_\_\_\_ **Dept** \_\_\_\_\_  
**Email Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

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**Event Information:**

**Title of Event:** \_\_\_\_\_

**Date(s) Attended:** \_\_\_\_\_ to \_\_\_\_\_

**Location (City, State):** \_\_\_\_\_

**Sponsoring Dept/Organization:** \_\_\_\_\_

**Number of Training Credit Hours Requested:** \_\_\_\_\_

**Please provide a brief description of the purpose of the program:**

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**Event Category:**

- Conference       Continuing Education       Correspondence (non-academic)  
 Seminar       Training (in-person)       Training (web-based)  
 Other (please describe) \_\_\_\_\_
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**Presenter(s) Information (if applicable):**

**Name:** \_\_\_\_\_  UTC Employee       Non-UTC Employee  
**Name:** \_\_\_\_\_  UTC Employee       Non-UTC Employee  
**Name:** \_\_\_\_\_  UTC Employee       Non-UTC Employee

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**Approval Signatures:**

\_\_\_\_\_

*Department Head Signature*

\_\_\_\_\_

*Date*

**Please return completed form to:**

**The University of Tennessee at Chattanooga**  
**Human Resources**  
**Department 3603, 207 Race Hall**  
**ATTN: Melanie Sadler**

**For questions, call the HR Office, (423) 425-4729**