

Ohio Department of Medicaid
External Training/Seminar/Conference Request

All applications, along with the necessary attachments, must be entered into the Sharepoint Travel Request workflow no later than 30 days prior to the start of the training or course. Incomplete applications and untimely submissions may result in disapproval. This application must be submitted even if the training/seminar/conference is being offered free of charge to the employee and the employee is not seeking reimbursement.

Employee Information

Name	State of Ohio User ID	Phone
Email	Office	Section

Training Information

Training Provider Name	Training Contact Information
Title and Description of Training <i>(The description, agenda, and cost information must be attached)</i>	
How is the training related to your current position?	
Is this for a CEU required for your position with ODM? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this training involve travel reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many training events/seminars/conferences have you attended in the last 12 months? Number of events Please describe	
Are you using professional development funds for this request? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, are there agency funds for this training? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Signature	Date