

# INFORMATION TECHNOLOGY PROCESS FOR OFF-SITE TRAINING REQUESTS For All County Departments

All off-site computer-related training will be processed through Information Technology (IT) and administered by **IT Administration**. Such training is for software classes that Information Technology does not offer on-site (e.g., PageMaker, Visio, etc.).

The software for the requested class must be loaded on the student's PC prior to the first day of class. To request software installation, the department's IT Liaison will need to submit a change order.

Each request must be made in writing to **IT Administration** at [itadmin@oakgov.com](mailto:itadmin@oakgov.com). The attached **Request for Off-Site Training** form must be completed before training is scheduled. This form requires the student to provide the reason for the computer training. Reasons may include that it is necessary for a job-related task or an upcoming project. If the training is needed for an upcoming project, please include the name of the project. This form requires the signature of the student's supervisor. Upon completion, please scan and email the completed form to [itadmin@oakgov.com](mailto:itadmin@oakgov.com).

Once the **Request for Off-Site Training** form is received, IT will determine if the request meets the criteria for off-site computer training to be paid from the Fringe Benefit Fund. If the request is dependent upon an upcoming project, the request will be reviewed by the IT Project Manager.

Upon approval, a class registration form will be sent to the student. The student must complete the registration form, include their supervisor's signature for approval, and return the completed registration form to **IT Administration**.

If the off-site computer training involves travel accommodations, the students' department will be responsible for all travel costs.

If you must cancel an off-site computer class for which you are registered, please contact **IT Administration** immediately. In most cases, classes may be cancelled within 5 business days without incurring a fee. If an organization must cancel or reschedule a class, most organizations will notify the student at least 7 – 14 working days prior to the start date of the class. Please advise **IT Administration** of any class changes made by an organization.

If you should have any questions or concerns, please email [itadmin@oakgov.com](mailto:itadmin@oakgov.com).

## REQUEST FOR OFF-SITE TRAINING

All requests for off-site computer training will be processed by Information Technology. Please complete this form and email [itadmin@oakgov.com](mailto:itadmin@oakgov.com).

Student Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Company: \_\_\_\_\_

Course Fee: \_\_\_\_\_ Location: \_\_\_\_\_

Please provide a detailed explanation of the reasons why this computer course is necessary. If this computer training is dependent upon an upcoming project, please include the name of the project.

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Fringe Benefit Fund Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of IT Project Manager (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_