# New Required Course *[enter name of course]* for [enter course audience]

1. Purpose: This is a request to obtain the [Authorizing Authority]’s approval to add the following course to [agency name or initials] ’s Mandatory Training Program.
2. Course information
   1. Title:
   2. Synopsis [enter synopsis here]
   3. Justification [enter justification here; e.g., why is the course needed, how will the course impact the agency’s mission and goals, why the information couldn’t be communicated in some other way.]
   4. Frequency [enter frequency here; e.g., one-time, annually, biennial, etc.]
   5. Audience [enter audience here; e.g., all [agency] employees, specific employee groups, etc.]
   6. Anticipated course length [enter course length here; e.g., half hour, one hour, etc.]
3. Regulation(s) supporting course request [enter supporting regulation(s) here]
4. Coordination Upon approval, [name of course sponsoring office] office will coordinate with the [name of Office of Human Resources Management or equivalent] to develop course content and then add the course to [agency initials]’s Mandatory Training Program.
5. Completion monitoring and reporting Once deployed, [name of Office of Human Resources Management or equivalent] will track completion and provide [name of course sponsoring office] with periodic reporting as appropriate and agreed upon.