Thrift Savings Plan Logo**Training Request Form**

**Education & Outreach Division**

**All fields are required.**

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| **Name of Agency** | Click to enter text |
| **Name of Liaison with contact information** | Click to enter text. |
| **Phone & Email** | Click here to enter text. |
| **Name of Financial POC if travel is required (Travel is considered for those 50 miles or more from the Washington, DC area. Hosting Agency funding approval should normally be received 30 days prior to intended travel date.)** | Click here to enter text. |
| **Phone & Email** | Click here to enter text. |
| **Requested Date for Training:** | Click here to enter a date. |
| **Agenda for Day:**  Please include:   * **Agenda** for day with times and location * **Size** and **type** of audience (Estimated # of attendees, from new hires to pre-retirement employees.) * **Indicate professional learning topics** choosing from   + Webinars   + TSP Courses * Please **allow the requested amount of time** indicated by the topic. * Please **limit to presenting no more than two** different topics in one day. * **Requested** TSP Trainer (if applicable) | Choose type of Webinar: Choose an item.  **-OR-**  Choose type of TSP Course: Choose an item.    Estimated Attendance: Click here to enter text.  Location of Training: Click here to enter text.  **Please check if closed captioning is required**:  Additional Information:  Click here to enter text. |

Email this form to your regional liaison at: [trainingNWregion@frtib.gov](mailto:trainingNWregion@frtib.gov), [trainingSWregion@frtib.gov](mailto:trainingSWregion@frtib.gov), [trainingNEregion@frtib.gov](mailto:trainingNEregion@frtib.gov), [trainingSEregion@frtib.gov](mailto:trainingSEregion@frtib.gov), or [trainingDCregion@frtib.gov](mailto:trainingDCregion@frtib.gov)

Or contact the Training Support Specialist at [training@frtib.gov](mailto:training@frtib.gov) or 202-942-1450 for any questions.