

## **DPS Training Event Proposal - Online Course**

This Training Proposal template provided should be utilized in obtaining approval for online training that is to be conducted in-house, but is not covered by an OSDT approved lesson plan. The proposal should be submitted and approved through each Section's recognized training approval process **BEFORE** the course is published to the Learning Management System (LMS) catalog.

Learning Management System (LMS) catalog.				
l.	Title of Training:			
П.	Rationale:			
III.	Course Description:			
IV.	Training Objectives:			
٧.	Training Course Content:			
VI.	Knowledge Check or Quiz Questions:			
VII.	Training Point of Contact:			
VIII.	Availability of the Online Training Course:			

IX.	Course Resources (attachments):				
х.	Video an	d Audio Content:			
XI.	Training	Hours/Credit:			
XII.	II. Approval Signatures Required:  (This proposal should contain the first 3 required signatures below, scanned and sent via email to OSDT via email to DPS_LMSHelp@ncdps.gov. Please include the PDF signed/scanned copy and the unsigned Word copy.)				
Prepared By:		(Preparer)	_ Date:		
Approved By:		(Section Manager or Training Coordinator)	_ Date:		
Арр	roved By: -	(Curriculum Manager, OSDT)	_ Date:		
Арр	roved By: -	(LMS System Administrator Manager)	_ Date:		
App	roved By:				

**Special Note:** Once the course has been submitted and approved, the LMS System Administrator will configure the course for the LMS. In draft format, the Preparer will be notified to preview the course and provide written final approval via email to the LMS Administrator to publish the course after all changes are finalized.

(Director or Designee, OSDT/DPS HR)

Date:

\*\*\*\*Please review highlighted areas on both pages before submitting your documentation to avoid any delays with publishing your online training.

PowerPoint files will be returned to the Preparer to ensure all guidelines are met above before final testing and publication occur. \*\*\*\*

\*\*\*\*\*Quiz questions and answers should be provided on a separate Word document AND you must bold or highlight the correct answer.