

Course Request Form

Please submit this request form to your ministry System Administrator, if you do not know your ministry System Admin please contact learn@gov.sk.ca.

Course Name

Course Description

Course Contact

Delivery Method

Aboriginal Awareness

Yes	No
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Out-of-Scope Only

Yes	No
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Visible to Employees

Yes	No
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Does the Training Expire?

Yes	No
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If yes, specify expiry conditions

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Who can take this course?

All Government Employees	Specific Ministry
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Class Specific Details

Registration Deadline

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Class Location

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Anticipated Class length

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Session Details

Session Name	Date	Start Time	End Time

Minimum Registrants

Maximum Registrants

Participant Registration Fee

Allow User Discussion Forum

Yes	No
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Requires Approval

Yes	No
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Requires Registration Form (Dietary/Accommodations)

Yes	No
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Has Resources (If yes, please provide details)

URL (if required)