



## Course Request and Approval Form for LearnIT! Programs

SMC Learning & Organizational Effectiveness has partnered with LearnIT!, a full service training organization based in San Francisco. If you are interested in taking one of the SMC-approved courses provided by LearnIT! fill out the form below. Click here for the [full list](#) of SMC-approved courses.

Person requesting course registration

First & Last Name \_\_\_\_\_

Department \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor \_\_\_\_\_

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

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

This course is: (check one) Live webinar  Training at LearnIT! S.F. Office

Manager signature (**required**) \_\_\_\_\_

### INSTRUCTIONS

1. Fill out this form and secure your manager's approval.
2. Scan and return this form (email attachment) to both Brian Drake, our LearnIT! account manager, [Brian.Drake@learnit.com](mailto:Brian.Drake@learnit.com) and Jennifer Villena, SMC HR, [jjv5@stmarys-ca.edu](mailto:jjv5@stmarys-ca.edu)
3. Then, go to the [SMC portal page](#) on the LearnIT! website to register for the course listed on this form. LearnIT! will not process your registration without verification of this completed form.

### CANCELLATION POLICY:

Learning & Organization Effectiveness in HR will be charged for each class an employee takes. If you must cancel, please do so as soon as possible. This ensures that these funded classes are not wasted, resulting in fewer opportunities for other SMC Staff and Faculty.

Desktop Training requires 2 business day notice for cancellation. Professional Development requires a 5 business day notice for cancellation. Failure to cancel within these guidelines will result in reduced course availability for others.

**If you have questions**, contact Sunny Bradford, Director of Learning & Org. Effectiveness at X 4910 [syb1@stmarys-ca.edu](mailto:syb1@stmarys-ca.edu) or Brian Drake at [Brian.Drake@learnit.com](mailto:Brian.Drake@learnit.com) 415-946-5393.