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|  | DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)  **Washington State Learning Center (LC)  New Course Request** | | | | |
| Use this form to submit requests for new courses, such as Instructor-Led Training (ILT), Online-Led Training (OLT), general documents, etc. Send your completed form to the Learning Center Training Administrator at [DDATLCHelp@dshs.wa.gov](mailto:DDATLCHelp@dshs.wa.gov). | | | | | |
| COURSE TITLE | | | | | |
| COMPLETION CRITERIA  Test  Signature  Attendance | | | | | |
| COMPLETION CRITERIA  Office of the Assistant Secretary (OAS)  Field Service Offices (FSO)  Residential Habilitation Centers (RHC)  SOCR / SOLA (State-Operated Living Alternatives) | | | | | |
| COURSE DESCRIPTION (INCLUDE PURPOSE AND OBJECTIVES) | | | | | |
| PRIMARY DELIVERY METHOD  ILT  OLT  On-The-Job Training (OJT)  Observation Checklist  General Document  Quick Assessment | | | | | |
| TRAINING HOURS  CEU hours: CEU code: | | | | | |
| Flag for Approval:  Yes  No | | REGISTRATION AUDIENCE | | | ASSIGNMENT AUDIENCE |
| ASSIGNMENT TERMS (INCLUDE DATE, FREUENCY, PRIORITY, EXCEPTIONS) | | | | | |
| REQUESTOR’S NAME | | | CONTACT PHONE NUMBER | EMAIL ADDRESS | |
| **This section completed by Learning Center Training Administrator.** | | | | | |
| COURSE CODE | | | COMPLETED BY: | | |