

**Central Texas College**  
**Employee Online Training Request**

Below is the basic information we need in the Employee Training Department to assign you a logon ID and password to access the Central Texas College online training classes. Current online classes include:

- **EEO/SHP** - Equal Employment Opportunity/Sexual Harassment Prevention (**Mandatory for all CTC employees**)
- **SUP/MGR** - EEO/SHP Supervisor Manager Course (**Mandatory for all CTC Supervisors and Managers**)
- **NEO** - New Employee Orientation (**Mandatory for all Central Campus employees**)
- **HAZCOMM** - Hazard Communication (**Mandatory for all Central Campus employees**)
- **SAFETY** - Evacuation and Lockdown Training (**Mandatory for all Central Campus employees**)
- **CBN** - Colleague Basic Navigation (**Mandatory for access to Colleague/Datatel**)
- **FERPA** - Family Educational Rights and Privacy Act (**Mandatory for access to Colleague/Datatel**)
- **ETHICS** - Code of Ethics and Conduct (**Mandatory for all contract employees**)
- **SENSITIVITY** – Sensitivity training to improve working relationships

Please direct any questions related to employee online training to [DWyman@ctcd.edu](mailto:DWyman@ctcd.edu) or [employee.training@ctcd.edu](mailto:employee.training@ctcd.edu) or call 254-526-1381 (Toll Free: 800-792-3348, Ext 1381).

Requested Course(s): **(check all that apply)**

- NEO       -EEO/SHP       -SUP/MGR       -FERPA       -CBN  
 -HAZCOMM       -ETHICS       -SAFETY       -SENSITIVITY

Employee's Name: \_\_\_\_\_

Colleague ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Location: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Employee's Email: \_\_\_\_\_

Employee's Supervisor: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Supervisor's Telephone #: \_\_\_\_\_

Date (dd mmm, yyyy): \_\_\_\_\_