

Internal Training Request Form



Mercedes-Benz

Please open the pdf with Adobe Acrobat Reader

Please fill out this form if you want to take internal training that is offered on the [BTI Website](#) or on the calendar [BTI Course Calendar](#) . This includes any **additional training** that is offered from AIDT/the BTI Website/Calendar ('in-Person'). You **don't** have to fill out the TRF if **the training is required for you**. Required fields (*) must be completed for the form to be processed.

Requestor Information

Requestor Name*	_____	Badge#*	_____
Requestor contact number	_____	Department*	_____
Today's Date*	_____	Cost Center	_____

Training Information

Course name*	_____	Course code*	_____
Preferred time and date if known *	_____		

Participant Information

*please list all TMs that will take the training. You can also attach an Excel spreadsheet to the form

	First Name	Last Name	Badge Number
1			
2			
3			
4			
5			
6			
7			

Please open the pdf with Adobe Acrobat Reader to sign the document. You can find a guide on 'how to use the digital signature function' [here](#)

Printed name

Digital Signature & Date

Supervisor/E4 or above _____

If all relevant signatures are on the form, click **submit** to send the form via email to 138_aidt-forms-inbox@mercedes-benz.com.

Submit

Internal Training Request Process

