



\*\* Please contact AIDT to find out the required training course owner before completing this form

This form serves as a request to add, delete, and edit required training courses in PeopleSoft.

Do you want to add or delete a requirement? Check one. Add Delete

Course Title \_\_\_\_\_ Course Code \_\_\_\_\_

If Refresher, select time-frame: 12 Months 24 Months 36 Months Initial Course Only

For all new requirements, please check one to show a reason for the requirement. Legal OSHA Daimler Other \_\_\_\_\_

Please attach compliance details, including who is included and frequency of the training requirement.

Other Comments: \_\_\_\_\_

Required Training Course Department: \_\_\_\_\_

Course Owner Name and Email: \_\_\_\_\_

Delivery Method: \_\_\_\_\_ Length of Course \_\_\_\_\_

When providing a requirement request - based on department only, all TMs working in that department will be impacted by the request to add or delete training. You can narrow the audience by listing job code and department combinations. Making changes based on individual TM is not encouraged. (Attach a separate list, if necessary)

Department Only (Cost Center ID and Description) Department w/ Job Code (Cost Center ID and Job Code#) Job Code Only (Job Code # and Description)

AUTHORIZATION APPROVAL SIGNATURES: (DO YOU HAVE MANAGEMENT TEAM APPROVAL?) Notice: If a new training requirement results in 100 or more TMs (including contractors) on training reports, E2 - SME/Course Owner must sign confirming that the Management Team confirmed approval.

E4 - SME/Course Owner - Sign and Date If the course is owned by MBUSI Safety Department, please provide the Safety Manager approval on form.

E3 - SME/Course Owner - Sign and Date Safety Manager - Sign and Date

Additional Signatures, if necessary \_\_\_\_\_

Date Approval Confirmed: \_\_\_\_\_ E2 Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Date approved in Management Team: \_\_\_\_\_

After signatures are obtained, please fax form to AIDT at x2299 Scan and email to: aidt.forms.inbox@daimler.com For questions, call 507-2200

