



** 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

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 Hierarchy - SME/Course Owner must sign confirming that the Management Team confirmed approval.

Date Approval Confirmed _____

Please Print Name: _____ E2 Signature: _____

Additional Signatures, if necessary _____

E3 - SME/Course Owner - Sign and Date _____ If the course is owned by MBUSI Safety Department, please provide the Safety Manager approval on form.

E4 - SME/Course Owner - Sign and Date _____ Safety Manager - Sign and Date _____

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

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)

Table with 3 columns: Department Only (Cost Center ID and Description), Department w/ Job Code (Cost Center ID and Job Code#), Job Code Only (Job Code # and Description). Includes 4 empty rows for data entry.

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

