



# North Carolina Department of Public Safety Training Authorization

Today's Date \_\_\_\_\_

**Instructions:** This form must be completed and attached to CNTR 001 regardless of whether reimbursement is being requested in order for an employee to receive authorization to travel for training opportunities not sponsored by DPS (i.e., external). Submit this form with CNTR 001 to OSDT no later than 30 days prior to the event. Scan and e-mail forms and any supporting documentation to OSDT@ncdps.gov or fax to 919-367-7180. Upon completion of the approved training and in order to receive course credit, login to LMS, click on *My Transcript, Add External Training*; complete the required fields, click the *Submit* button, and click on *Mark Complete* within 60 days.

## Section A. General Training Information

Employee(s) Name(s):  
(use space to right if  
there were 10 or fewer  
travelers)

NOTE: If more than 10 travelers, complete page 2 of CNTR 001a.

Training Title: \_\_\_\_\_

Training Location: \_\_\_\_\_

### Training Dates

Begins: \_\_\_\_\_ Ends: \_\_\_\_\_ Training Hours: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

## Section B. Event Information Attach any training event documentation.

Learning Objectives (What specific skills, concepts, or benefits are anticipated from this training?):

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## Section C. Training Credit Approval Signature

**NOTE: The OSDT Director/designee's approval is required for all external training credit where reimbursement will be sought or State resources (e.g., state car) will be used for the travel. The OSDT Director/designee approves training credit, but not training costs. Training costs are approved through the chain-of-command using Form CNTR 001.**

	<u>Printed/Typed Name</u>	<u>Signature</u>	<u>Date</u>
Section/ Location Head	_____	_____	_____
OSDT Director (or designee)	_____	_____	_____



