**Living Resources Training Request**

**2022 Course Catalog can be found on our website:** [**https://www.maine.gov/bhr/oeh/benefits/living-resources**](https://www.maine.gov/bhr/oeh/benefits/living-resources)

|  |  |
| --- | --- |
| **Today's Date:** |  |
| **I'm interested in \*** |

|  |
| --- |
| **On-site Training** |
| **Webinar/Tele-conference** |
| **Other** |

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**Inquiry Information**

|  |  |
| --- | --- |
| **Please list topics of interest \*** |  |
| **Please provide approximate number of participants** |  |
| **Brief description of training goal for these selected topics \*** |  |
| **Desired Date and Time \*** |  |
| **Additional Instructions** |  |

**Client Information:**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Business Unit (if applicable)** |  |
| **Address \*** |  |
| **City \*** |  |
| **State/Province \*** |  |
| **Zip/Postal Code \*** |  |
| **Country \*** |  |
| **Organization Type** |  |

**Contact Information (For the person that will be at the training location)**

|  |  |
| --- | --- |
| **Contact Name \*** |  |
| **Contact Title \*** |  |
| **Contact Phone \*** |

|  |  |
| --- | --- |
|  | **Format: (111) 222-3333 ext. 4444** |

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| **Contact E-mail \*** |  |

**Guidelines and Policies:**

* **All sessions are designed to be 45-60 minutes in length.**
* **Face-to-face sessions are designed for a minimum of 8 participants and a maximum of 35 participants.**
* **Webinar sessions can accommodate up to 1,000.**
* **Same-day training sessions must run consecutively, unless otherwise mutually agreed.**
* **Sessions are available from 7 a.m. to 7 p.m., Monday through Friday.**
* **This form must be submitted for processing at least 30 days before day of training.**