

Living Resources Training Request Form

To request a Living Resources Training, please complete this training request form below. The form must be completed in full.

To access the **2021 Course Catalog**, click the following link:

https://www.maine.gov/bhr/oeht/sites/maine.gov.bhr.oeht/files/inline-files/2021_Training_Program_Catalog.pdf

Once you have completed this form, click on the following button to submit:

Inquiry Information

Date of Request		Brief description of training goal for these selected topics *	
I'm interested in *	On-site Training Webinar/Teleconference Other	Desired Date and Time (You are required to submit a specific date and time) *	
Please list topics of interest *			
Please provide approximate number of participants		Additional Instructions	

Client Information

Department Name		State/Province *	
Address *		Zip/Postal Code *	
City *		Country *	

Contact Information

(For the individual that will be at the training location)

Contact Name *		Contact Phone *	
Contact Title:		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.**