

Department of Fish and Wildlife

Office of Training and Development

2016-2017 Group Training Request

1	PROGRAM	Region/Division/Office	
		Contact Name	Contact Telephone Number

2	TRAINING INFORMATION	Requested Training	
		Training Category (refer to instructions)	* For Mandated training, specify Code and Section Number
		Purpose of Training (Request must provide a brief summary here. Additional details may be attached.)	
		Justification (consequences if not approved)	
		Identify Employees/Groups to be trained	Number of Employees
		Who will conduct the training?	
		Will a contract be necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Location of Training	Anticipated Date of Training		

3	EXPENSES	Expenses (please be specific; use a separate sheet if necessary)	
		Tuition:	\$ _____
		Training Materials:	\$ _____
		Travel/Per Diem:	\$ _____
		Facility Rental:	\$ _____
		Other Costs:	\$ _____
Please Explain Expenses (be specific)			
Total Funds Requested: \$ _____			

4	EXECUTIVE APPROVAL	This request must be certified and signed by a Regional Manager or Deputy Director	
		<input type="checkbox"/> Check this box to certify that this Training Request is a high priority for the Region/Division and the Training Category is appropriate (see Training Category Definitions on Page 2).	
Print Name of Regional Manager/Deputy Director		Signature of Regional Manager/Deputy Director	

Please return to OTD by **June 8, 2016**.
 Email to Jeri-lynn.VanDyke@wildlife.ca.gov or FAX to (916) 928-4760

Training Category Definitions

MANDATED—Mandated training is required by law or other State authority. It is the highest priority of all job-required training.

JOB-REQUIRED—Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary by new assignments or new technology, refresher training for the maintenance of ongoing programs, safety training, and training mandated by law or other State authority.

JOB-RELATED—Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment.

UPWARD MOBILITY—Upward mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility per Government Code § 19400, et. al.

CAREER-RELATED—Career-related training is designed to assist in the development of career potential and is intended to help provide an opportunity for self-development while also assisting in the achievement of the Department's or the State's mission(s). Career-related training may be unrelated to current job assignment.