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|  | New Course Request Form |

**To request a new course for your program, please complete this form and send to** [**phmcuniversity@phmc.org**](mailto:phmcuniversity@phmc.org)

**Please note:** When creating online trainings, PHMC University staff use the following best practices:

* Course creation requests will be completed as soon as possible; however, please allow up to ten business days to discuss the course creation schedule.
* All requests must be accompanied by supporting content such as PowerPoint slides with notes, transcript or a web link with course materials.
* All requests must include at least ten assessment/quiz questions written by the requester based on course content.
* Trainings will be made available to all PHMC staff via the course catalog unless the content is limited to a certain number of licenses.
* All courses will be required to meet PHMC University brand and quality standards.
* All course requests will be prioritized based on organization need and PHMC University resources and availability.
* All course modules will not exceed thirty minutes in length. In the case that course content does require a longer duration, content will be divided into separate modules

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| **Course Title** |  | | | | |
| **Topic** | |  | | | |
| **Course Description** | |  | | | |
| **Contact person / phone number** | | | |  | |
| **Intended Goal of Course**  (What is the business need? | | |  | | |
| **Intended Audience and Size** | | | | |  |
| **Catalog Category** | | | | |  |
| **Target Delivery Date** | |  | | | |
| **Communication Plan** | |  | | | |