

Human Resources Division Revised 04.15.2020

MoDOT U COURSE NUMBER REQUEST FORM

Please complete the required information in the boxes to the right of each question. If there is no response to a question, please write NONE in the box. When completed, please send to Hannah Matthews – 573-751-3941. Please feel free to use additional paper if completing by hand.

What is the name you want to assign to this course?
How will this course be delivered? ☐ Online ☐ Classroom/VC
Will there be a test or proficiency associated with this course? What is the minimum score needed to "pass" this course? Yes Passing Score
How many contact hours should be assigned to this course? How many days will this course last?
In what district will this course usually be held? (Check only one box) All NW NE KC CD CO SL SW SE
Will there need to be an email sent to employees, which are enrolled, to remind them that they are signed up for the class? Yes How many days in advance? No
What catalog would this class best fit under? Program Delivery
Give the name of the MoDOT unit, government agency, or private vendor that developed this course
For courses delivered by MoDOT, who will usually train this course? (List as individuals or a unit/section.) Primary Instructor/Unit Alternate Instructor/Unit
What is the telephone number that employees can call to get more information?
Is there another class in MoDOT's course catalog that would meet the same requirements as this course? If so, please give the name and number of that course. Name:
Is there a prerequisite for this course? Yes If yes, what course(s)
Is this training required to maintain a professional certification or license? If so, please name the type of certificate or license. Yes No Type of Certificate or License —— How many Professional Development credit hours will count toward this course? ———
Who will be eligible to attend this course? (Include names of units/sections, job titles, job title codes, etc.)
Will this be a required/mandatory course? If the course is required or mandatory, what is the documentation that confirms this? Yes No
☐ Federal Regulation ☐ State Regulation ☐ Department Policy ☐ District Requirement ☐ Other
Is there an evaluation that goes with this course? Yes No If yes, is it going to be assigned through MoDOT U? Yes No
Is there a certificate that is awarded after this course is completed? Yes No



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Provide a brief description (one or two paragraphs) of this course.
Provide a list of objectives that will be covered in this course.
What assignments will the employee need to complete following attendance in this course?
What materials will the employee need to bring with them to this course?
How often, throughout the year, will classes be offered?
ONLINE CLASSES:
Is there a SCORM or AICC file that needs to be uploaded to MoDOT U? Yes No
Is there a test that is not programmed within the SCORM or AICC file that will accompany this course? Yes No
Name, Job Title, and Telephone Number of person completing this form.