



# Sarasota County Government Organizational Development

## Computer Based Training Request (CBT)

Name: \_\_\_\_\_

Please print

Email Address: \_\_\_\_\_

From the Core Services listed below please check next to the area you work in.

Check	Core Service	Check	Core Service	Check	Core Service
	Capital Mgmt Service		Facilities Planning		Planning & Community Development
	Communications		Guardian ad Litem		Public Safety
	Community Health & Human Svc		Mobility		Talent & Performance Management
	Community Info & Education		Office of Financial Planning		Water
	County Administration		Operations & Maintenance		Other Constitutional Officer please list below <u>i.e., Property Appraiser, Elections, Clerk, etc.</u>
	Environmental Resource Mgmt		Parks & Recreation		

Desired CBT: List CBT Title or Series Name (please do not use the code number.)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
IMMEDIATE SUPERVISOR/APPROVAL AUTHORITY SIGNATURE

\_\_\_\_\_  
DATE

Please provide all information requested. Fax to 861-6681 or scan the signed request to [AskTPM@scgov.net](mailto:AskTPM@scgov.net) Or Interoffice to TPM Service Center, 1301 Cattlemen Rd, Bldg. B. For questions, please call 861-5353.

If you will be doing the CBT at work please have your supervisor sign off on this request.

**NOTE:** If this is your first request, you will receive an email supplying you with instructions, password and ID. One CBT will be given to start from your list (usually in the order of your request).