



**ALP EXTERNAL TRAINING REQUEST FORM**

The OSU Advanced Leadership Program (ALP) provides opportunities for participants to continue professional development and to learn more about OSU. This exclusive program also offers the opportunity for participants to participate in external *leadership* training and submit for possible credit towards the ALP electives. These external leadership training opportunities must be attended and submitted within the same calendar year you are participating in ALP. Previous years of training will not be admissible.

Please complete the information below *and* submit supporting documentation. Your supporting documentation must consist of the conference or course agenda or outline and a description of the class(es) you attended.

Your Full Name:	
Banner ID/CWID:	
Conference Title (if applicable):	
*Class Title:	
Class Date:	
Class Description:	
REQUIRED: In your words, tell us why this class should be considered for leadership development credit:	

\*Please submit one form per class completed.

Please attach all supporting documentation as stated above. Once submitted, your request will be reviewed and you will be notified of the determination. Submit to Talent Development & Recruitment, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).