



New Course Request and Course Update Form



COURSE #:

TITLE :

New Course Existing Course Online Seminar Both

Intended Audience: Specialist Mentors Supervisors FM/DD RD PFR

Level 1 Level 2 Level 3 Level 4 Level 5 Level 6 Program Staff All Staff

Other:

Program(s): CPS Comp FCS PP FCS/Adoptions

Type of Change:

Policy Change and Effective Date:

Practice Change (How we do the job):

Level Change – Moving from Level: to Level:

Length of Training / days: Credit Hours:

Short Description for Course Catalog Page:

Detailed Description:

Competencies:

Pre-Requisite (If any):

Post Requisites (If any):

Please Note Section (If any):

Other – (Please explain):

Anticipated Pilot Date:

Required Launch Date:

Training Unit Support Needed:

Name of Requestor:

Official CPM Use Only:

Program:

CPM Name:

Date:

Date Commissioned:

Date Completed:

New Course # & Title: