



## ITA e-learning application

### Employee's Information

Last Name	First Name	Social Security Number
Phone	<b>Complete</b> E-mail address	Office

### Supervisor's Information

Last Name	First Name	<b>Complete</b> E-mail address

### Policy Statement

We encourage you to use all of the learning resources offered in the International Trade Administration Learning Center. You have the option of taking these courses on your own time. However, if you choose to do so, you are not entitled to time off or other compensation. If the International Trade Administration mandates the training or your supervisor has directed you to take it to improve performance in your current position, time must be made available for you to take the training during your established work schedule.

As always, employees must receive permission from their supervisors before taking the courses or using these other features of the system during duty time. Be sure to obtain your supervisor's permission for **each** separate course.

While some features are not available at this time, plans to expand the use of this e-learning system are under consideration.

I \_\_\_\_\_ viewed and understand the above policy statement.

Employee's Signature \_\_\_\_\_

Please sign this form and then fax to the Strategic Workforce Management Group (SWMG) at (202) 482-3946. It may take as long as 10 business days to process your application. You will receive email notification when your application is processed and a password has been issued.