



Computer-Based Learning (CBL) Request Form Education Services Department

Attention: Carolyn Ford Burac, Sr. Staff Development Coordinator

- This form must be completed in its entirety to process your request in a timely manner.
- Turnaround time for implementing CBL requests is 60 days from the receipt of form.

► Requester's Information:

FIRST NAME	LAST NAME	TITLE
------------	-----------	-------

► CONTACT Information:

- Point of Contact for Maintenance:
(If different from Requester)
- Email Address:
- Extension:
- Department:
- Campus:

- | | | | |
|--|-----|---------|-----|
| ► Is this a New CBL or a Revised CBL? | New | Revised | |
| ► If this is a New CBL, have you created a PowerPoint with your content? | Yes | No | N/A |
| ► Have you created the test for this CBL? | Yes | No | N/A |
- **COMPUTER-BASED TRAINING (CBL) Title:**

****SPECIAL INSTRUCTIONS****

Do Not Type Below This Line



PRIORITY LEVEL	SELECTION	Due Date
Critical Within 30 days		
Rush Within 45 days		
Normal Within 60 days		
Low Within 90 days		



Publication Tracking # _____ Abbreviation # _____ Approval Date _____ Published Date _____