



Training on Demand (Individual Request)

If you are looking for training on a particular computer-related topic, but Learning Solutions (LS) doesn't seem to offer it we can still help you. Learning Solutions has established an open enrollment policy with several local training organizations. We'll be happy to help match your interests with their courses and schedules and handle registration for you.

Preferred Vendor Training

Here's what to do:

1. Make sure LS doesn't already offer the course you want see our training catalog.
2. Look through the course listings of our *Preferred Vendors*:

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If you find something you'd like to take, please forward the following information to: Kenya Hearn, IT Training Program Coordinator at khearn2@jhu.edu or fax 443.997.8401 and we'll arrange for your enrollment and payment.

Name of Vendor	<input style="width: 80%;" type="text"/>
Name of Course	<input style="width: 80%;" type="text"/>
Date	<input style="width: 80%;" type="text"/>
Time	<input style="width: 80%;" type="text"/>
Location	<input style="width: 80%;" type="text"/>
Your Name	<input style="width: 80%;" type="text"/>
Email	<input style="width: 80%;" type="text"/>
Address	<input style="width: 80%;" type="text"/>
Phone Number	<input style="width: 80%;" type="text"/>

3. NOTE: Do NOT register yourself directly with the vendor. You must be registered through LS to receive staff remission.
4. Your course request will be verified with the vendor then posted to the training site for open enrollment. Once the course is posted, you will receive notification to complete your registration.
5. If you still can't find what you're looking for, contact the IT Training Program Coordinator at khearn2@jhu.edu or 443.997.3721 for information about other possibilities.