

Attachment 3

**Instructions for Completing UH Form 410 (OHR)**

1. Use one form per class.
2. Check off the appropriate type of training (OHR-Sponsored Training Course or Other Training).
3. Complete Course Information section.  
Provider: Organization which conducts and receives payment (if applicable) for the training course.
4. Complete Contact Person Information section.  
The Contact Person is responsible for registering the participant(s) for the training and ensuring appropriate payment documents are prepared and processed. In addition, the Contact Person will be notified by the Provider whether or not the participant(s) is/are confirmed to attend training.  
The Contact Person is responsible for meeting all registration and/or payment deadlines.
5. List participants in order of priority. Attach separate sheet if necessary.
6. State reason(s) training is essential for participant(s). Training for eligible employees must be required by federal and/or State law(s) or directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare them for future assignments.  
If department requests that an ineligible employee attend training, a written justification explaining why it is essential and/or imperative for the ineligible employee to attend must be attached to the form.
7. Supervisor signs, dates, and prints name and title.  
Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Programs shall follow their respective internal procedures for approval of training.
8. Submit form to the Official Designee for approval by the deadline, but no later than three (3) working days prior to the start date of the training.  
In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official Designee.
9. Once the training request is approved/disapproved, the form is returned to the Contact Person for appropriate action, i.e., to complete registration process, notify of disapproval, etc.
10. Appropriate action may be taken if an employee attends a training activity without prior approval in accordance with A9.160.