



**Request for Training Exemption**

Providers may be exempted from taking certain trainings required by Children's Services Council (CSC). Exemptions will be determined by the CSC Professional Development (PD) Director (or designee) and the Contract Manager (or designee), based upon submission of this form and the required documentation.

Please complete this request form and attach the required training verification. Submit this form and documentation to the agency Contract Manager, who will review the submission and forward it to the PD Director for the final decision.

Allow two weeks after submission of your request for a response.

Name:	Date:
Email:	
Phone:	
Agency:	Supervisor:
Contract Manager:	
Workshop title from which you request to be exempt:	
Title of completed training that may exempt you:	
Date (month/year) and location of completed training:	

Please attach training objectives, agenda, and proof of completion for verification.  
 Note: Without the required verification, we are unable to approve the exemption request.

\_\_\_\_\_  
 Signature of Provider

\_\_\_\_\_  
 Signature of Supervisor

Exempt                       Not exempt

\_\_\_\_\_  
 Signature of Professional Development Director

\_\_\_\_\_  
 Signature of Contract Manager