



German Language Training Request Form

Complete **all** sections of this form, and email or fax to x2299. If all sections are not complete with required signatures, you will not be considered for German Language Training (GLT).

*Please note: This form does not guarantee that you will be enrolled in GLT. Team Members will be enrolled based on the business need, urgency, and availability.

REQUESTOR TO COMPLETE			
Requestor's name:			
Department:			
Supervisor's Name (E4 or above):			
Email address:			
Contact number:			
Badge number:			
German courses are typically from 3:30-5:00 pm and last approx. four consecutive months. Will you be able to attend courses on a regular basis?	Yes	No	
Have you participated in classroom German Language Training (GLT) at AIDT since 2013?	Yes	No	
If so, what course(s) did you take?			
Did you complete the course(s)?	Yes	No	N/A
Did you pass the course(s)?	Yes	No	N/A
Do you have any background in German language, or have you taken German courses outside of classroom GLT at AIDT before?	Yes	No	
If so, how would you describe your proficiency level?	Beginner	Basic	Intermediate Advanced
What is your business need for learning German? How will this benefit you/your team on-the-job?			
SIGN BELOW			
Requestor (Print Name)	Signature	Date	

REQUESTOR'S SUPERVISORS TO COMPLETE (E3/E4)		
Level of urgency for the requestor to learn German: Required: TM is required to speak German in his/her position Preferred: It is preferred that TM speaks German in his/her position Beneficial: It would be beneficial for the TM to know German in his/her position, but it is not a necessary skill Declined: There is no business need for the TM to learn German *If this request is declined, the Manager should sign the form and return to the requestor		
If a Team Member enrolls in German Language Training, he/she is required to complete the course with a passing grade. If the TM does not complete or pass the course, the following stipulations will apply: <ul style="list-style-type: none"> • If a participant enrolls in a course and does not complete it, he/she will not be eligible to re-enroll in GLT. Extenuating circumstances will be evaluated on a case-by-case basis. • If the participant does not pass the course (70%) and wants to continue with the program, the participant should sit out of GLT for one term in order to prepare for re-enrollment. If the participant is successful in completing supplementary work provided and tests on the appropriate level, then he/she may re-enroll for the following term. 		
SIGN BELOW		
E4 (Print Name)	Signature	Date
E3 (Print Name)	Signature	Date

