On Site/Technical Assistance

All trainers who provide onsite and/or technical assistance **must** complete this form. Two examples of technical assistance are: 1) attending an agency staff meeting to answer questions; 2) working with agency staff.

You may send the forms individually, or batch them, however, at minimum, they **must** be sent in monthly.

Complete a separate form for ***each instance*** of technical assistance.
Email to regstaff@uwosh.edu Or, you can FAX the form to 920-424-1112.

Note: If you conduct a training class session on site at an agency, complete the regular class request form and submit it (with the sign in sheet) to the LC Registration Staff.

**Trainer Name:**       **Date of Assistance:**

**Agency Served:**

**Subject Matter Requested:** [ ]  CARES/CWW

(check all requested) [ ]  Child Care

 [ ]  Child Support

 [ ]  W-2

 [ ]  Other (please specify)

**Topic Covered:**

**Requested By:** [ ]  Agency Staff

(check one) [ ]  Partner Training Team (PTT)/DECE

 [ ]  Regional Office

 [ ]  Trainer Initiated

 [ ]  Other (please specify)

**Type of Support Provided:** [ ]  On Site Technical Assistance

(check one) [ ]  Telephone Support / Email Support

 [ ]  Online Support – Skype, Teams, Zoom, etc

 [ ]  Child Support Mentoring

*(specify class name & start date mentoring is for)*

 [ ]  Agency Staff Meeting Attendance

 [ ]  Regional Meeting Attendance

 [ ]  Peer Feedback (specify trainer observed)

 [ ]  Other (please specify)

**Time Spent:**

**Number of People Assisted/Attended:**