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](mailto: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:**