

Checklist for Requesting Employer Support for Education

Check to see if your employing organization has an Education Request Form you should use. If not, use the following checklist to create your own request form:

Name of Course/Program:

Course/Program Tuition:

Learning Option:

Dates of Course/Program (or course time frame with start and stop dates):

Describe Release Time/Accommodation needed to complete the course. (If none is needed indicate none):

Computer/Internet Access/IT Assistance if appropriate. (If none is needed indicate none):

Describe how you plan to use this education in your nursing practice. Include how it will benefit the organization:

Attach any related course description materials including the Program Overview, Program Syllabus and Schedule and/or the Course Page link at <https://nationalrn.com>.

Nurses from Federally funded agencies including the VHA, Indian Health Service or Federally Qualified Health Centers should also include the Federal Capabilities Statement.