

# Internal Training Request Form



Mercedes-Benz

**Please open the pdf with Adobe Acrobat Reader**

Please fill out this form if you want to take internal training that is offered on the [BTI Website](#) or on the calendar [BTI Course Calendar](#). This includes any **additional training** that is offered from AIDT/the BTI Website/Calendar ('in-Person'). You **don't** have to fill out the TRF if **the training is required for you**. Required fields (\*) must be completed for the form to be processed.

## Requestor Information

Requestor Name\* \_\_\_\_\_ Badge#\* \_\_\_\_\_  
 Requestor contact number \_\_\_\_\_ Department\* \_\_\_\_\_  
 Todays Date\* \_\_\_\_\_ Cost Center \_\_\_\_\_

## Training Information

Course name\* \_\_\_\_\_ Course code\* \_\_\_\_\_  
 Preferred time and date if known \* \_\_\_\_\_

## Participant Information

\*please list all TMs that will take the training. You can also attach an Excel spreadsheet to the form

	First Name	Last Name	Badge Number
1			
2			
3			
4			
5			
6			
7			

Please open the pdf with Adobe Acrobat Reader to sign the document. You can find a guide on 'how to use the digital signature function' [here](#)

Printed name

Digital Signature & Date

Supervisor/E4 or above \_\_\_\_\_

If all relevant signatures are on the form, click **submit** to send the form via email to [138\\_aidt-forms-inbox@mercedes-benz.com](mailto:138_aidt-forms-inbox@mercedes-benz.com).

**Submit**

## Internal Training Request Process

