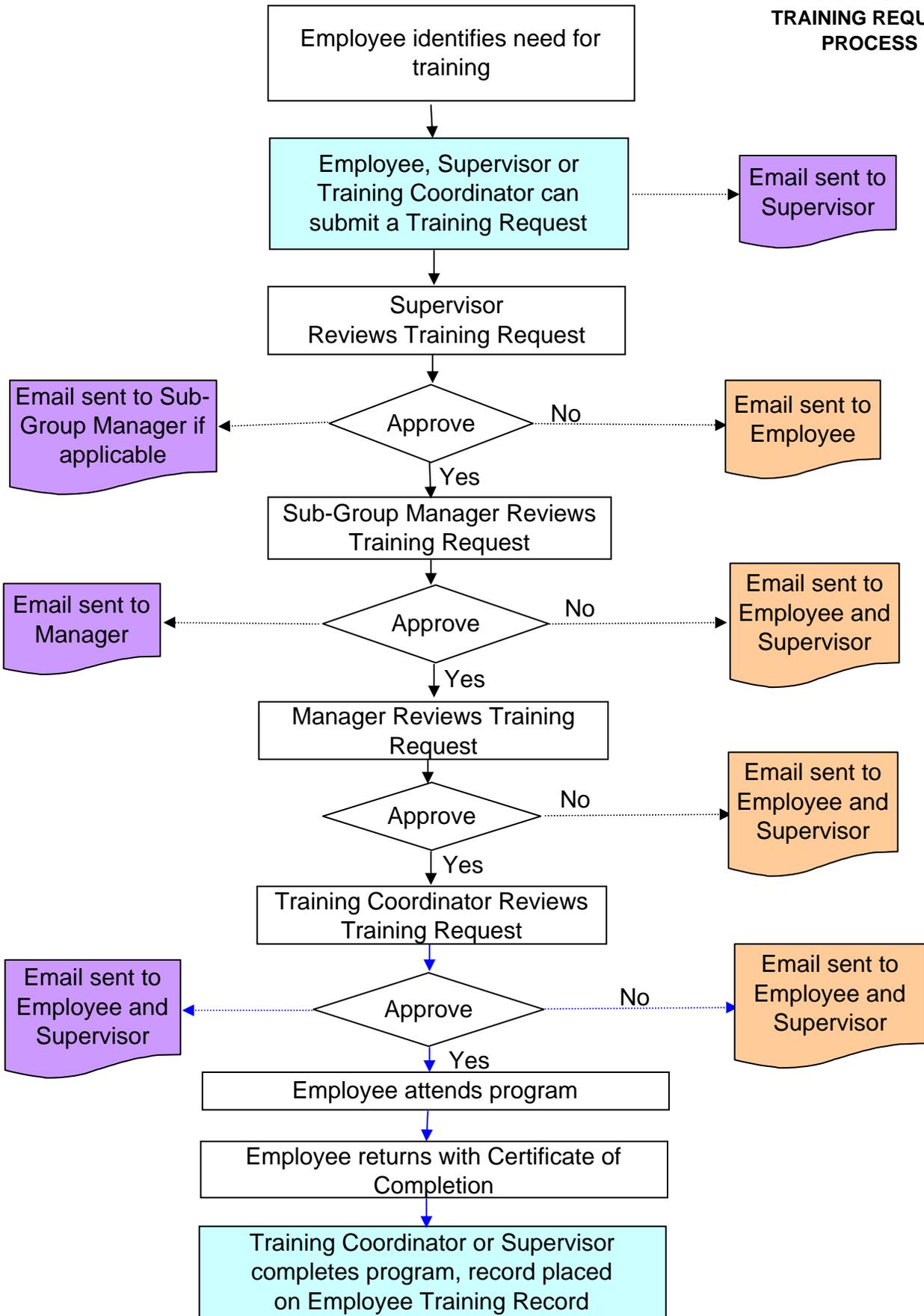


**ETMS OUT-SERVICE
TRAINING REQUEST
PROCESS**



NOTE: If employee does not attend, then you click on "Submit" and then "Did not complete program" in the Outservice Approved window