

Utah Navajo Health System Inc.

Education, Training, & Conference Prior Approval Form

UNHS is committed to ongoing training of employees in order to provide the highest quality of care to our patients. This form will help staff organize and track training and education events. Please complete it before leaving for your training.

Employee Name & Dept.	
Date(s) of Training Event	
Event Name & Location	
Event Description	

Departmental Leader Approval: /x/

Administration Approval: /x/

- Once completed, please return this form to HR for record keeping.
- Remember, trainings are meant to benefit you, your department, and UNHS as a whole. Please share any skills and information you learn with the rest of the team.
- Your department leader may also ask you to report your experiences to other staff members.