



Outreach Trainer Virtual Instructor-Led Training Form

As of October 1, 2024, approvals for video conferencing/VILT will no longer be required, however, the primary Outreach trainer's ATO must receive advanced notification no later than seven calendar days prior to the scheduled class start date. Please carefully review the updated guidelines then complete this form and submit it to Oti-outreach@ucsd.edu.

Today's Date:

Course Start and End Dates:

Name of primary/assistant Outreach trainer(s):

Name of any guest trainer(s) (if applicable):

Type of hardware, software, or system the trainer(s) will use to deliver the alternative training method (cellular devices are not permitted to deliver or receive training):

Attach the following documents:

- A list of the materials that will be provided to each student including a description of when and how students will receive the materials
- A detailed course outline which indicates each topic, and the length of time for which each topic will be taught
- A copy of relevant Outreach trainer card(s)
- Guest trainer qualifications (if applicable)

Once received, the Outreach department will review and confirm receipt of required information/documentation.