



IX. **Course Resources (attachments):**

X. **Video and Audio Content:**

XI. **Training Hours/Credit:**

XII. **Approval Signatures Required:**

*(This proposal should contain the first 3 required signatures below, scanned and sent via email to OSDT via email to [DPS\\_LMSHelp@ncdps.gov](mailto:DPS_LMSHelp@ncdps.gov). Please include the PDF signed/scanned copy and the unsigned Word copy.)*

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Preparer)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Section Manager or Training Coordinator)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Curriculum Manager, OSDT)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(LMS System Administrator Manager)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director or Designee, OSDT/DPS HR)

**Special Note:** Once the course has been submitted and approved, the LMS System Administrator will configure the course for the LMS. In draft format, the Preparer will be notified to preview the course and provide written final approval via email to the LMS Administrator to publish the course after all changes are finalized.

**\*\*\*\*Please review highlighted areas on both pages before submitting your documentation to avoid any delays with publishing your online training. PowerPoint files will be returned to the Preparer to ensure all guidelines are met above before final testing and publication occur. \*\*\*\***

**\*\*\*\*Quiz questions and answers should be provided on a separate Word document AND you must bold or highlight the correct answer.**