

| Field | Required/Optional | Description | Format | Comments |
|----------------------------|-------------------|---|------------|---|
| Department Learner ID | Required | LMS issued unique identifier in your dept's system | <=100 | If your department does not use LMS Learner ID's, please issue a unique identifier for each employee. |
| Legal First Name | Required | | <=50 | |
| Legal Last Name | Required | | <=50 | |
| Legal Middle Name | Optional | | <=50 | If your dept collects, this can improve the employee matching process to UEID |
| Suffix | Optional | | <=50 | If your dept collects, this can improve the employee matching process to UEID |
| Class Number | Required | Unique number or alphanumeric number to identify training | <=100 | If your department does not use unique class identifiers here, please issue one for each. |
| Class Name (course title) | Required | Training Class Name | <=150 | |
| Class Description | Required | Class long description | Unlimited | This may range from a single sentence to several sentences, depending on the level of detail needed to describe the training. |
| Is State Mandated | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Department Mandated | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Part of IDP | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Job Mandated | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Job Related | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Upward Mobility | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Part of Succession Plan | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Is Career Related | Optional | | TRUE/FALSE | Will accept blank when information is not tracked |
| Training Provider | Required | Department who created the training. ie. Civil Rights, LinkedIn Learning, Udemy | <=100 | |
| Delivery Method | Required | webinar, online, in-person, lunch and learn, etc | Text | Will accept all values as text field |
| Enrollment Date | Required | | xx/xx/xxxx | |
| Date Completed | Required | | xx/xx/xxxx | |