Anthem EAP Training Request Form

Anthem

Hello and thank you for your interest in EAP training seminars.

We ask for a minimum of 15–20 business days' notice for any training request. This allows us time to secure a qualified facilitator.

Please provide us with all of the following information so that we may proceed in processing your request.

Your EAP Client Consultant/Executive is available to consult with you about your request or any special needs you may have:

Please feel free to contact your EAP Client Consultant/Executive at:

Return your completed request form to:

Training information

Company name: Today's date:

Preferred training date: Start time: (HH:MM) ☐ AM ☐ PM Time zone: Select

Alternate training date: Start time: (HH:MM) ☐ AM ☐ PM Time zone: Select

Duration of the training: Select Notes:

Audience: Select

Number of attendees:

Type of training: Select

Topic: Select

Special instructions — Check all that apply:

☐ Require attendees to register ☐ Attendee list needed ☐ Recording needed ☐ Closed captioning needed

☐ We will use our own platform for the webinar. Select platform: Select

Training requester — This person will be making all arrangements and receiving the confirmation.

Name:

Title:

Phone:

Email:

Notes:

Please note: Seminars cancelled in less than 72 business hours may be charged to your bank of training hours. If you do not have a bank of hours you may be billed a fee for service charge for your cancelled event.

For on-site seminars only

Location street address, state, ZIP code:

Parking details:

Where should the facilitator meet the on-site contact?

Complete this shaded area only if the requestor and on-site contact are different.

On-site contact — This person will meet the facilitator at the site and arrange for technology.

Name: Phone:

Email:

For Client Consultant/Executive use only

EAP website: Select Website login:

EAP phone no: Select No. of visits: Select

Notes:

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