Subject: Request to attend TestOut Professional Development Online Course

Dear [Name of Decision Maker],

As a professional educator dedicated to providing the best possible learning experience for my students, I request your support for my attendance to a Live Professional Development Course offered by TestOut.

It will be a 1-hour per week course starting [January 24 if Teaching ITF or February 18 if Cybersecurity Program].

TestOut specializes in getting students hands-on knowledge and skills and certifications through its all-in-one online curriculum, labs, and exam prep that I use to teach [Name/Description of Class].

If I receive your approval to attend, I will benefit in the following ways:

* **Livestreamed instructions from expert educators.** I’ll learn from instructors who have a combined 250+ years teaching IT to students, designing IT courses, and working in the IT industry. I’ll get one-on-one and group support from these instructors and will receive recordings of all sessions to refer to afterward.
* **Learn proven teaching learning strategies.** I’ll hear real-life stories and examples that I can implement and will get assignments and printouts to take with me. I’ll also get up-to-date information on current course and certification requirements.
* **4 CEU Credit Hours**
* **Master the content.** I will take a deep dive into learning the course content through live lectures, discussions, and homework, including using TestOut’s hands-on online IT labs. I’ll also learn how to better utilize TestOut courses in my teaching.
* **Network with other Teachers.** I’ll participate in meaningful discussions and Q&A sessions with fellow teachers from around the country and hear different perspectives. I also get to chat and connect to share ideas and resources with these teachers who are teaching the same course.

**The approximate costs for my attendance:**

Registration (10-week online course) $99 Special Pricing

Total cost to attend: **$99**

**Class details: [choose the course you will be attending below]**

**How to Effectively Teach IT Fundamentals Using TestOut**

* **Start Date:** January 24, 2022
* **Duration:** 10 Weeks
* **Time:** 1-hour Weekly Sessions on Mondays at 3:30 p.m. MT
* **Key Topics:** Motivating Students, Preparing Your Class, Instructional Strategies, Assessing Student Learning, Preparing Students to Pass the ITF+ Exam
* **CEU Credits:** 4

**How to Create a Successful K12 Cybersecurity Program Using TestOut**

* **Start Date:** February 15, 2022
* **Duration:** 10 Weeks
* **Time:** 1-hour Weekly Sessions on Tuesdays at 3:30 p.m. MT
* **Key Topics:**Best practices for building a cybersecurity program that aligns with learning pathways, industry certifications, student competitions, and in-demand jobs
* **CEU Credits:** 4

After attending, I will submit a list of the key things I learned and subsequent action plan when I finish the course. I will also provide a review of the course to assist in your decision on any future attendance.

Thank you for your consideration. Don’t hesitate to contact me if you need more information or would like to discuss this opportunity further. I look forward to your reply.

Sincerely,

[Name]