

# Training Request & Enrollment FAQs

## 1. What is LearnSpectrum?

LearnSpectrum is a vendor-neutral service provider that helps employees find, compare, and enroll in training. They provide customized quotes from vetted training partners based on each request.

## 2. Can all ASRC Federal employees use LearnSpectrum?

LearnSpectrum is available to all regular full-time employees of ASRC Federal and its subsidiaries who complete their first 90 days of employment are eligible to participate in our professional development program.

## 3. How is training paid for?

Please check first with your manager if budget is available through your operating unit or program contract. Otherwise, you may be eligible to participate in ASRC Federal's Professional Development program. Please review [approval guidelines](#) and [ASRC Federal Professional Development Policy](#) for details.

## 4. How do I request approval for my training enrollment?

If planning to use ASRC Federal Professional Development funds, please review the [approval guidelines](#) and [ASRC Federal Professional Development Policy](#) for details.

## 5. What do I do if I need to cancel or reschedule my training?

Training requests can be canceled or rescheduled by contacting LearnSpectrum directly, but the training providers' cancellation policies may still apply. LearnSpectrum will work with their partners to reduce the impact of late cancellations when possible. However, no-shows will receive the full charge for the training.

