

LEARNING TOGETHER PROGRAM

VOUCHER REQUISITION PROCESS

1. **Visit Learning Together website:**

- **US Employees** <http://learningtogether.web.boeing.com>
- **Locally Hired Initial Employees** <http://ltp-intl.web.boeing.com>

2. Make sure you include **Everett Community College (EVCC)** for School Attending **NOT** Dale Carnegie Training regardless of where you will be attending the class.

3. **Program:** Select individual course from drop down

4. **Field of Study:** General

5. **Program Title:** Dale Carnegie Course, Leadership Advantage, High Impact Presentations, Sales Advantage, Future Leaders:

- Term: Spring, Summer, Fall, Winter
- Course Number: EVCC Assigned Number
- Begin date: Start date of class
- End date: End date of class
- Credits: Leave blank
- Continuing Education Credits (CEUs): 4.8

6. You will be asked a series of tax questions (yes, this class will help you perform on your job).

VERY IMPORTANT

Once complete it should say, "Print voucher". Click and save voucher as a PDF page 3-3 ONLY and email as an attachment to infowashington@dalecarnegie.com. **Please include in body of email:**

1. Name:
2. Email:
3. Home Address:
4. DOB:
5. Phone Number:

PLEASE DO NOT bring the paper voucher to class, we need it electronically.

With questions contact:

Learning Together Program: Employee Question: <http://ltp.web.boeing.com/index.aspx?com=1&id=59> or call Total Access 866-473-2016. **They will respond to your email within 48 hours.*

Dale Carnegie infowashington@dalecarnegie.com or call 425.453.8822