**WBT Mass Enrollment Deployment Request**

Please forwardrequest to [ra-lsoadministrator@pa.gov](mailto:ra-lsoadministrator@pa.) at least two weeks in advance of the requested mass enrollment date. Responses are typically received within 24 hours.

**Reminders:**

* All mass enrollments must be approved by [ra-lsoadministrator@pa.gov](mailto:ra-lsoadministrator@pa.gov)
* All mass enrollments must be completed after 2:30pm on approved date
* Spool reports from the prior mass enrollment must be received prior to processing another mass enrollment on the same date

**Delivery Center/Agency:**

**Contact Name:**

**Contact Email:**

**Course Title(s):**

**Requested Mass Enrollment Date:**

**Alternate Mass Enrollment Date(s):**

**Approx. Number of Employees to be Enrolled:**

**Anticipated Training Start Date:**