



# Ascension

## Vendor In-Service/Education/Training Request and Approval Process

[Ascension's Vendor Access Policy](#) requires that all vendor provided in-servicing, education, and training be coordinated by The Resource Group and Clinical Professional Development.

### Training Request Form

All requests, regardless of requestor, will be initiated through vendor submission of the Training Request Form, located on The Resource Group website:

[TheResourceGroup.com/prospective-suppliers/current-Suppliers-tools](http://TheResourceGroup.com/prospective-suppliers/current-Suppliers-tools)

**All requests should be submitted 30 days in advance of required training date**

*Submitting false information constitutes a Vendor Access Policy violation.*

### Process

1. Vendor submits [form](#); includes documentation from requesting clinician, product information, and applicable training materials
2. National Supplier Engagement Specialists review submission and validate with appropriate parties to determine approval or denial (typically within 10 business days)
3. **Denial:** Specialist sends denial determination and explanation to requestor  
**Approval:** Specialist sends Training ID number and additional instructions to requestor
4. Once scheduled through local team, Integration Manager will provide clear instructions for facility access, timing, and groups approved for training
5. On day of training, vendor enters approved Training ID number during symplr sign-in and provides the scheduled training

### Questions about the Ascension Vendor Access Policy?

The Ascension Vendor Access Policy is located within symplr. Submit questions via the [Supplier Inquiry Form](#) located on The Resource Group website > Contact Us