



For Web Team Only  
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## DVU Training News Form

Please complete this form in its entirety and email to [AskTheDvu@hq.doe.gov](mailto:AskTheDvu@hq.doe.gov)

1. **Date Request Submitted:** MM / DD / YYYY
2. **Article Title:**
3. **Body of Article:**
4. **URL Links (i.e., Powerpedia URL, External Website URL):**  
Enter Website Name and URL Link Here
5. **Point Of Contact Email to be published at the bottom of article** If none, skip to #6:  
Enter Name and Email Address Here
6. **Summary** (teaser text the viewer sees before opening the article, 1-2 sentences):
7. **Notes** -Please note All formatting in Energy.gov is Plain text. Please specify the word(s) to be hyperlinked in the notes section below:

## **Guidance for Posting to “Training News”**

“Training News” is a subheading area within the DVU Homepage, located under the DVU rotating banner. This section is available to showcase any Learning and Development articles, training program news, Career Development Program News, The Collaborator/DOE Workforce Training Newsletter articles, and detail opportunities the DVU Colleges may want to advertise.

Your submitted training article will be showcased for 45 days from the day it is posted on DVU website.

Instructions for adding articles to the DVU Training News

- 1) Email all completed “Training News” forms to [askthedvu@hq.doe.gov](mailto:askthedvu@hq.doe.gov)
- 2) All articles must follow the format above in order to be published
- 3) All articles must be in plain text format
- 4) To ensure your article is posted in a timely manner, email your completed form 2 weeks from the day you want it posted on the DVU.