TRAINING REQUEST FORM

To be completed by the Host Agency during the scheduling process. *Please complete the questionnaire below and click Submit via Email. The form will be sent to the NDPTC Course Development Coordinator.*

CLASS LOGISTICS INFORMATION	
Course Name [1]:	
Course Location:	
Class Date(s):	
Class Time(s):	
# of Participants [2]:	

[1] Wi-fi access is required for the Social Media course.   [2] Typically 25-30 participants minimum, but depends on venue capacity.

Hosting Agency & Contact Information (Primary)					
Agency:					
Contact Name:					
Address:					
Work Phone:		Cell:		Fax:	
Email Address:					

Hosting Agency & Contact Information (Secondary)					
Agency:					
Contact Name:					
Address:					
Work Phone:		Cell:		Fax:	
Email Address:					

Individual Responsible for Registration	
Contact Name:	
Work Phone:	
Email Address:	

Individual Responsible for Registration (continued)	
Would you like us to create a promotional flyer to help you advertise the course?	☐ Yes
We host online registration and pre-testing on our website. Would you like us to include a registration code so you can limit/restrict registration?	☐ Yes

OTHER ADMINISTRATIVE ITEMS	
Will NDPTC instructors need special certification or clearance in order to instruct in your area/state? *If YES, please provide details.*	☐ Yes
Are there other forms or paperwork that participants must complete to meet state or local requirements? *If YES, please provide these to NDPTC prior to the training.*	☐ Yes

TRAINING FACILITY INFORMATION	
Classroom Facility:	
Address:	
Facility Point of Contact (POC) Name:	
Work Phone:	
Email Address:	
Shipping Address (if different):	
Shipping Point of Contact (POC) Name (if different):	
Work Phone:	
Email Address:	
At what time will instructors have access to the training facility **the day prior** to the training for setup and A/V check?	
At what time will the training facility be open to sign in participants (30-45 minutes prior to the class start time is recommended)?	

TRAINING REQUEST FORM

TRAINING FACILITY INFORMATION (continued)

Is the venue a computer lab?	☐ Yes

Will instructors have access to:

- ☐ Laptop or Computer w/ Microsoft PowerPoint 2007 or higher and USB/CD/DVD capabilities

☐ Projection Screen	☐ Projector
☐ Internet Access - Hardwired	☐ Internet Access - Wireless
☐ Speakers	☐ Podium

Will support be on-hand to assist with registration and A/V support? *If YES, please provide contact information below:*	☐ Yes

Registration Support	A/V Support
Name:	**Name:**
Phone:	**Phone:**

Does the facility have ample parking for participants and instructors?	☐ Yes

Special parking requirements/instructions?

Can the facility be secured to house NDPTC equipment and course materials? This is important if multiple training dates are scheduled and/or for courses that span several days.	☐ Yes

MEALS & REFRESHMENTS

Will lunch be provided to participants? *If NO, how close is the facility to dining establishments? (Please note: NDPTC cannot provide meals.)*	☐ Yes
Will the training facility have coffee and water available for participants? *(Please note: NDPTC cannot provide these items)*	☐ Yes
Does the training facility have vending machines accessible to participants?	☐ Yes

TRAVEL / GENERAL AREA

Recommended Airport:
Approximate distance from training site:
Recommended Hotel(s):
Approximate distance from training site: