



**U.S. Department of Transportation**  
**Research and Special Programs Administration**

*Transportation Safety Division, DTI-100*

Thank you for your interest in hosting a \_\_\_\_\_ training course. It is requested that you complete this form and return it via mail, E-mail, or Fax. The Special Programs Division will submit a cost proposal to the requesting organization within 48 hours of receipt of request. The Transportation Safety Institute is a fee-for-service organization. Tuition costs are based on cost recovery of instructional and administrative support.

<b>Requesting Agency</b>	..... Agency Name	
<b>Agency Address</b>	...../...../..... Street Address City State Zip Code	
<b>Contact Official</b>	...../...../..... Name Telephone # E-Mail	
<b>Head of Agency</b>	...../..... Title Name	
<b>Your Training Site or TSI</b>	...../...../..... Street Address City State Zip Code 4400 Will Rogers Parkway, Ste. 205 / Oklahoma City / OK / 73108	
<b>Course Requested</b>	(Check One)	
<b>(# of Attendees)</b>	<input type="checkbox"/> 3 Day Motor Carrier Seminar (minimum = 25, maximum = 50) <input type="checkbox"/> 4 ½ Day Instructor Development Workshop (minimum = 12, maximum = 20) <input type="checkbox"/> 4 Hour Drug and Alcohol Recognition for Supervisors (maximum = 50) <input type="checkbox"/> 2 Day ORM Application and Integration for Industry (maximum = 35) <input type="checkbox"/> 3 Day Safety Officer (maximum = 30) <input type="checkbox"/> Performance Measurement (maximum = 30) <input type="checkbox"/> Performance Management for Safety (maximum = 30) <input type="checkbox"/> 10 Hour General Industry Safety and Health (maximum = 30) <input type="checkbox"/> 30 Hour General Industry Safety and Health (maximum = 30)	
<b>Requested Date(s)</b>	First Choice: ____/____/____	2 <sup>nd</sup> Choice: ____/____/____
<b>Authorizing Official</b>	..... Signature Title	



**Requirements for Agencies Hosting Courses**

Thank you for your interest in hosting a \_\_\_\_\_ training course or seminar.  
Should this training be conducted offsite, your agency is required to provide the following:

<b>Training Site Or Facility</b>	The facility should be adequate to provide comfortable seating for the anticipated number of individuals attending the training.
<b>Equipment</b>	It is the responsibility of the host agency facilitator to assure the below listed equipment is present and operational at the time class is scheduled to begin.  <input type="checkbox"/> Power Point Projection Device <input type="checkbox"/> Carousel Slide Projector (upon request) <input type="checkbox"/> Video cassette recorder – VCR (VHS format) <input type="checkbox"/> Television monitor <input type="checkbox"/> Projection screen <input type="checkbox"/> Flip chart and easel or chalkboard <input type="checkbox"/> Public address system or lapel microphone, if facility acoustics requires
<b>Personnel</b>	<input type="checkbox"/> Supervisory or command personnel to open the training <input type="checkbox"/> Staff to assist in classroom set-up and tear down as well as maintain control of lighting, environment, and equipment.
<b>The Special Programs Division provides</b>	
<b>Instructors</b>	The Special Programs Division will provide instructors and training aids for the courses conducted.
<b>Materials</b>	Written training manuals will be shipped approximately two weeks prior to training activity.