



# Local Technical Assistance Program

## ON-DEMAND REQUEST FORM

### Steps to register for the Arizona LTAP On-Demand Training:

1. On-Demand registration forms are available on the Arizona LTAP web site [www.azltap.org](http://www.azltap.org).
2. Agency must complete the On-Demand Request Form. Upon completion, email or fax back to Arizona LTAP Center at [TTraining@azdot.gov](mailto:TTraining@azdot.gov) or (602) 712-3007.
3. Course will be considered tentative until the Arizona LTAP Center receives all forms. Once forms are received, course will be confirmed.
4. The instructor will do any necessary follow-up (if required).

### Policies:

- All participants must be Transportation Employees. If participants are not transportation employees, the fee to attend the course is due to Arizona LTAP Center prior to course start date.
- Once a course has been scheduled, the date will remain tentative until required paperwork has been turned in to Arizona LTAP Center. The paperwork "due date" will be established when the course is tentatively scheduled.
- Once paperwork is received, the Arizona LTAP Center will contact the "host" and confirm course and location.
- If course is to be cancelled, Arizona LTAP Center requires a two-week notice prior to training start date.

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**A complete agency contact form is required to confirm On-demand training date or course cannot be guaranteed.**

Any questions with this information please call AZ LTAP at (602) 712-4050.

Email to: Arizona LTAP at [TTraining@azdot.gov](mailto:TTraining@azdot.gov)

OR Fax to: Arizona LTAP at (602) 712-3007



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### Course Request Information

Course Title:		
Date:	Optional Date:	Optional Date:

### Instructor Information

Requestor Name:	Requestor Email Address:
Requestor Number:	

### Facility Information

Facility Name & Training Room Name:	
Facility Address: (City, State, Zip)	
Facility Contact:	Facility Hours:
Facility Contact #:	Facility Contact Email:

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_