



Local Technical Assistance Program

In-Person Training Requirements

AZ LTAP offers virtual training delivery for most of our courses. Virtual delivery means that our instructor will provide your employees with a link to a WebEx classroom which they will use to attend the live instruction on the scheduled training date. Your agency can either set up each individual employee with a laptop w/ a working webcam and mic and have them attend from any location OR your agency can have all the employees in one room that is set up with a computer w/ working audio and visual.

GENERAL TRAINING POLICIES

- To cancel or reschedule a confirmed training, AZ LTAP requires a (2) week notice. Failure to meet this deadline may result in a cancellation fee.
- Attendee cancellations, reschedules, or substitutions must be completed at least (5) business days before the training and **submitted directly to AZ LTAP at Ttraining@azdot.gov** (do not contact the instructor). Failure to inform AZ LTAP of attendee cancellations may result in a cancellation fee.
- All participants must be transportation employees. There is a registration fee for non-transportation employees due prior to the training.
- Employees more than 15 minutes late to the training will not be able to attend the class.
- If a consultant/private agency employee is a “NO-SHOW”, a fee of \$100.00 will be assessed and invoiced to the consultant/private agency.
- Agencies are required to provide a 'facilitator' to assist our instructors, as needed, during training.
- If you would like to set up a “technology run” with the instructor, you may contact the instructor directly or email AZ LTAP at Ttraining@azdot.gov to have one set up **in advance of** the training.

FACILITY & EQUIPMENT REQUIREMENTS

- Delivery location must be able to **comfortably accommodate the maximum number of attendees** requested with a classroom style set-up (table and chairs). *Instructor has the decision to cancel the training if the room does not meet training standards as outlined.*
- The instructor will need **access to the classroom 30 minutes prior and 30 minutes after** to allow for set up and take down of course materials.
- Agencies are **required to designate a ‘facilitator’ for every training scheduled**. The facilitator does not need to be present for the entire training, but needs to be easily/quickly reachable and able to assist should issues arise at any point during the training.
- **CPR/First AID/AED training** must have adequate space for attendees to sit and take notes and a large enough space for demonstrations and practical exercises to be conducted for all students to see and participate. A horse shoe or similar seating arrangement is preferred for this class, so that all attendees can watch demonstrations on the floor to simulate real life emergencies.
- **Introduction to Survey & Grade Checking training** requires an outdoor space, (ideally flat) to conduct demonstrations.