

## Training Request Form: General & Road Scholar Courses

Submit this form via email to: [ttraining@azdot.gov](mailto:ttraining@azdot.gov)

### Course Request & Delivery Policies

- ☐ **Only local municipal transportation employees are covered by agency memberships and may attend training.** (i.e. persons whose job duties actively include operation of machinery, roadwork, traffic management, etc). Agencies wishing to include non-transportation personnel must request approval from AZ LTAP. If approved, the attendance fee must be paid prior to the start date.
- ☐ Requested training remains *tentative* until your agency receives and signs the Training Confirmation via Docusign *and* the remaining paperwork (i.e. enrollment, invoices) are submitted by the due date.
- ☐ If your agency needs to cancel its requested training, you *must* provide at least a two-week notice *prior* to the agreed upon start date. Failure to do so will result in a course cancellation fee.
- ☐ You must submit a Course Enrollment Form by the date listed on the Training Confirmation sent via Docusign. **Failure to submit the form may result in immediate cancellation of the training** ([link to form](#)).
- ☐ **To view the full list of policies, visit our website at this [link](#).**

### Agency Requestor Information

Requestor's Agency:	Requestor's Name:
Requestor's Phone:	Requestor's Email:

### Training Course & Facility Information

Course Title:			
Delivery:	<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person	<b>Training Hours</b> (Select One Option): 6:30am - 3:30pm <input type="checkbox"/> 7:00am - 4:00pm <input type="checkbox"/> 7:30am - 4:30pm <input type="checkbox"/> 8:00am - 5:00pm <input type="checkbox"/>

**AZ LTAP does NOT schedule training on Mondays, Fridays, or during weeks with state/federal holidays.**

Requested Date #1:	Requested Date #2:	<b>Anticipated Attendees:</b> <b>In-Person:</b> 15min / 30max <b>Virtual:</b> 6min / 30max _____
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Facility Name (e.g. Building Name):	
Training Room Name (e.g. Conference Room #2):	
Facility Contact Name:	Facility Contact Phone:
Facility Contact Email:	Facility Hours:
<b>Facility Address</b> (Address, City, State, Zip):	

Please ensure that the training hours selected on page 1 are within the facility hours & provide for instructor access at least 30 minutes prior to the selected start time.

(Required)

## Agency's Day-of-Training Facilitator Information

Facilitator Name:	Facilitator Phone Number:
Facilitator Email Address:	

(If your agency changes the facilitator after submitting this form, Technical Training **MUST** be notified)

### COMPLETE BELOW IF YOU HAVE REQUESTED ATSSA FLAGGER, TCT, OR TCS TRAINING

Kit/Certificate Shipment Information	
(All Fields Required)	
Delivery Address (NO HOME ADDRESSES)	
Special Delivery Instructions (i.e. Go Through Back Gate)	
Delivery Location Hours (i.e. 7-4pm)	
Package Signee Name	
Package Signee Phone	

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact the AZ Local Technical Assistance Program at [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, el Departamento de Transporte de Arizona (ADOT) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con la Oficina de AZ Local Technical Assistance Program en [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Las solicitudes deben hacerse lo más antes posible para asegurar que el Estado tenga la oportunidad de hacer los arreglos necesarios.