



Please contact us at (602) 712-4050 if you have any questions.

Submit this form via email, fax or mail to:

ttraining@azdot.gov (e) / (602) 712-3007 (f)

AZ LTAP TRAINING 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.
- If the course is to be cancelled, Arizona LTAP Center requires a two-week notice prior to training start date.

REQUEST FORM INSTRUCTIONS

1. On-Demand request forms are available on the Arizona LTAP website (www.azltap.org)
2. Agency must complete the On-Demand Request Form. The form must be sent back to the Arizona LTAP Center via email to ttraining@azdot.gov or fax (602) 712-3007.
3. **A complete On-Demand Request form is required to confirm On-Demand training date. Without a confirmation, the course cannot be guaranteed.**
4. The instructor or AZ LTAP will do any necessary follow-up (if required).

Course Request Information				
Type of Training: FLAGGER TRAFFIC CONTROL TECH/SUPERVISOR HEAVY EQUIPMENT OTHER				
Course Title:				
Date (1 st Option):	Date (2 nd Option)	Start Time:	End Time:	Number of Attendees:

Requestor Information	
Requestor's Agency:	Requestor Name:
Requestor Phone Number:	Requestor Email Address:

CONTINUE TO PAGE 2 TO COMPLETE THIS FORM

FOR OFFICE USE ONLY	
Received By: _____	Date Received: _____

Facility Information

Facility Name & Training Room Name:

Facility Contact Name:

Facility Address:
(Address, City, State, Zip)

Facility Contact Phone Number:

Facility Contact Email:

Facility Hours:

APPLICABLE FOR HEAVY EQUIPMENT TRAINING ONLY

Practical Address (Name of location, Address, City, State, & Zip):

Facilitator Name:

Facilitator Phone Number:

Facilitator Email Address:

COMPLETE BELOW IF REQUESTING FLAGGER OR TRAFFIC CONTROL TECHNICIAN/SUPERVISOR TRAINING

Kit Shipment Information

Kit 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.

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. Las solicitudes deben hacerse lo más antes posible para asegurar que el Estado tenga la oportunidad de hacer los arreglos necesarios.