



Local Technical Assistance Program

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)

TRAINING POLICIES

- All participants must be Transportation Employees. If participants are not transportation employees, the fee to attend the course is due to AZ LTAP Center *prior* to the training start date.
- Once a training 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 or a cancellation fee will be assessed.
- The Enrollment Form is due to AZ LTAP no later than two-weeks prior to the start date of the training. Failure to provide the enrollment form by the due date may result in course cancellation.**

Course Request Information				
Course Title:			Type of Training: VIRTUAL IN-PERSON	
Date (1 st Option):	Date (2 nd Option)	Start Time:	End Time:	Number of Attendees:

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

For information about alternative instruction formats available to students, please email Ttraining@azdot.gov.

CONTINUE TO PAGE 2 TO COMPLETE THIS FORM

<u>FOR OFFICE USE ONLY</u>	
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 Information (Required)

[\(Click here for more information\)](#)

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.