



Local Technical Assistance Program

ON-DEMAND REQUEST FORM

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

1. On-Demand request forms are available on the Arizona LTAP web site 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 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.

A complete On-Demand Request 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

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



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Course Request Information

Course Title:				
Date (1 st Option):	Date (2 nd Option):	Start Time:	End Time:	Number of Attendees:

Requestor Information

Requestor Name:	Requestor Email Address:
Requestor Phone Number:	

Facility Information

Facility Name & Training Room Name:	
Facility Address: (Address, City, State, & Zip)	
Facility Contact Name:	Facility Hours:
Facility Contact Phone Number:	Facility Contact Email:
APPLICABLE FOR HEAVY EQUIPMENT TRAINING ONLY Practical Address (Name of location, Address, City, State, & Zip):	

FOR OFFICE USE ONLY

Received by: _____ Date Received: _____