

## **EMCBC Group Training Request Form**

All requests must be made 4-6 weeks prior to the training date and submitted to [natalie.younger@emcbc.doe.gov](mailto:natalie.younger@emcbc.doe.gov). Customized training and training costing more than \$25,000 must be input in STRIPES and will be competed based on the information provided. If a specific vendor is requested, the requestor must provide a Sole Source Justification, regardless of cost.

Site Name: \_\_\_\_\_ Requesting Office: \_\_\_\_\_

POC Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

POC E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Course Title/Subject: \_\_\_\_\_

Preferred Date(s): \_\_\_\_\_

Min & Max # of Students: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Training Location: \_\_\_\_\_

Funding Strategy: \_\_\_\_\_ Cost: \_\_\_\_\_

Statement of Work or Course Overview (attach additional documents if necessary):

Course Objectives:

Reason for Training:

Is training restricted to certain personnel (no one else is invited)? YES NO

If yes, who? \_\_\_\_\_

Who is to be invited to this training? \_\_\_\_\_

Identify any personnel who are to receive priority status: \_\_\_\_\_

What is the cost of training for personnel from other sites? \_\_\_\_\_

General needs (Training Department will coordinate):

	<b>Item</b>	<b>Quantity</b>
	Easel	
	Flip Charts/dry erase markers	
	Tape/push pins	
	Pens/paper	
	Tent cards	
	Podium	
	Other:	

IT needs (Training Department will coordinate):

	Laptop Computer (IT prefers that vendor brings their own)	
	Projector	
	Streaming Video	
	Speakers	
	Light System	
	Conference call capability	
	Microphone	
	Laser pointer	
	Videoteleconference hook-up	
	Other:	

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Approving Official

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Date