

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. If the cost of training is more than \$25,000, the requestor must provide a Statement of Work (SOW) with the request. A SOW is not needed for courses provided by Colleague Consulting. If a specific vendor is requested as the only provider of the requested training, the requestor must provide a Sole Source Justification, regardless of cost.

Site Name: _____ Date Submitted: _____

POC Name: _____ Phone Number: _____

POC E-mail: _____

Course Title/Subject: _____

Preferred Date(s): _____

Min/Max # of Students: _____ Start/End Time: _____

Training Location: _____

Funding Office: _____ Cost: _____

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

Course Objectives:

Reason for Training:

Is this training open to other sites: YES NO.

If so, how many seats are available? _____

What is the cost of training for personnel from other sites: _____

	Item	Quantity
	Laptop Computer	
	Projector	
	Easel	
	Flip Charts	
	Dry Erase Markers	
	Other:	
	Other:	

	Video Teleconference (VTC)	
	Streaming Video	
	Audio System	
	Light System	
	Teleconference	

Approving Official

Date