EMCBC Group Training Request

Fill out the form and return to Carolyn.Roehrig@emcbc.doe.gov. Request must be made 6/8 weeks prior to date of training. If cost of training is $25K and above, the requestor must provide a Statement of Work (SOW) with request. You do not need a SOW for courses provided by Colleague Consulting. If requesting a specific vendor, as the only provider of the requested training, and regardless of cost, the requestor must provide a Sole Source Justification.

Site Name:_____ **Date Submitted:**_____

POC Name:_____

Course Title: _____

Date(s) Preferred: _____

Min/Max# Students:_____

Start Time_____ **Training Location**_____

Statement of Work (SOW)
Or Course Overview

Course Objectives:

Training Reason:

Note: Training opened to other sites: Y_____ N _____ Cost: Y_____ N _____

Cost: _____

Funding Office_____

Assistant Directors Signature_____

Other Information: _____

5/6/2010