

Please complete and return to LeeAnn Azar.

Name of person submitting request:	Date:
Course Name:	
Course description/objectives-please be specific:	
Approx. Class length (hours):	
Any potential trainers? If yes, please provide contact of	letails:
Name/Title	
Company	
Phone Number	
email	
PDH or certification needed (if yes, please specify #)	
Training level (awareness, compliance or certification)_	,
Any class size limits?	
Any timeframe?	
Maximum cost per student	
Target audience	
Number of people from your agency to attend (approx.)
Other comments	

Please submit any supporting documents/training pamphlets with this request.