



National Tactical Officers Association

PO Box 797 Doylestown PA 18901
800-279-9127 ext 1 www.ntoa.org

TRAINING COURSE REQUEST FORM

| | | | | | | |
|---|--|------------------------|--|----------------------------------|------------------------|--|
| CO-HOST AGENCY INFORMATION | | | | | Date: | |
| Agency Name | | | | | | |
| Address | | | | | | |
| Contact Name | | | Work #: | | | |
| Fax # | | Cell # | | E-mail | | |
| TRAINING REQUESTED | | | | | | |
| Course Title | | | | | | |
| TRAINING DATES REQUESTED | | | | | | |
| 1 st Choice | | | | | 2 nd Choice | |
| <u>Open</u> | | | <u>Closed</u> | | | |
| # from your agency expected to attend _____ (Comp slot dependent on # of paying attendees) | | | How many students will be attending? _____ (PO # and invoicing instructions required) | | | |
| TRAINING SITE ADDRESS - Instructor access needed 1 day before and 1 hour prior to the start of training | | | | | | |
| Address | | | Phone: | | | |
| Nearest Airport: | | | Will you be present for course? | | | |
| TRAINING SITE LOGISTICS NEEDED | | | | | | |
| Classroom | | | | | | |
| Adequate space with tables and chairs available | | | | | | |
| Audio Visual | | | | | | |
| Multimedia or LCD Projector & screen | | VCR & monitor | | White board w/markers | | |
| Movement Areas – needed for Basic & Adv SWAT, Hostage Rescue and High Risk Warrant classes | | | | | | |
| 3 to 4 different locations needed on 4 days for training exercises | | | | | | |
| - needed for Patrol Response to Active Shooter Instructor Certification classes | | | | | | |
| 2 additional break out rooms for day 2 | | | | | | |
| School or Large commercial building (multiple rooms, hallways & floors) needed ½ of day 1, all of days 2 & 3 | | | | | | |
| Range – needed for Patrol Rifle, all Precision Long Rifle courses, Handgun, Submachine Gun & Less Lethal classes | | | | | | |
| Minimum of 15 shooting points | | Bermed with back stops | | From 25 to 300 yd range required | | |
| SPECIAL EQUIPMENT– needed for Basic & Adv SWAT, Hostage Rescue, High Risk Warrant and Patrol Response to Active Shooter Instructor Certification classes | | | | | | |
| Training weapons, protective gear and 9mm marking ammo – 250 total rounds Min | | | | How many sets available? | | |
| MARKETING | | | | | | |
| Are you able to assist with marketing? | | | Is there a certain instructor you request? | | | |
| NOTES: | | | | | | |
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