**APPLICATION**

**FOR AGREEMENT STATES TO HOST**

**AN NRC-SPONSORED TRAINING COURSE**

States requesting to host an NRC-sponsored training course should submit their request to the NRC Agreement State Training and Travel Coordinator between January 1 and the end of February, before the schedule is set for the following fiscal year. Only the courses designated as “mobile” on the NRC Sponsored Course List, as provided on the NMSS website, are available for hosting. Requests to host a course will be evaluated based on need, impact on other attendees, the effectiveness of the training facility/equipment, and contractual limitations and availability of resources (instructors and funds).

**State:** Click here to enter text.

**Contact:** Click here to enter text. **Phone #:** Click here to enter text.

**Name of Course:** Click here to enter text.

**Please list the date(s) to be considered:**

**Address of Training Site:**

Name of Facility: Click here to enter text.

Street Address: Click here to enter text.

City/State/Zip Code: Click here to enter text.

# of miles from the airport: Click here to enter text.

**Recommended Hotel:**

Name: Click here to enter text.

Address: Click here to enter text.

Phone Number: Click here to enter text.

# of miles from training site: Click here to enter text.

Does the hotel provide a complimentary shuttle: Click here to enter text.

**Please list your State’s staff who require the training course:**

**Please provide any additional information that would assist in our evaluation of this request:**

**Training Facility/Classroom Checklist**

**(Please check all that apply)**

[ ]  Training facility is no more than 25 miles from the airport.

[ ]  Handicap accessible per the Americans with Disabilities Act, as amended**.**

[ ]  Complies with applicable building codes and OHSA requirements.

[ ]  Located in a safe area (e.g., not in a high crime district).

[ ]  Adequate restroom facilities with sufficient capacity for all course attendees to use the facilities during a ten minute break period.

[ ]  A written facility evacuation plan to be covered with course attendees on the first morning of the course.

[ ]  Appropriate noise level for a training environment.

[ ]  Adequate lighting for a training environment.

[ ]  Temperature controlled between 68-72F.

[ ]  Shipping and receiving capabilities to allow shipments of course materials (e.g., training aids, course manuals, etc.) to the specified facility as well as allow return shipment of any course materials.

[ ]  IT support staff will be available during training hours to resolve any issues with the computers or projectors used for the training, if applicable.

[ ]  Access to public transportation is available.

[ ]  Lunch facilities for those carrying a lunch (e.g., tables, chairs, microwave, refrigerator).

[ ]  Restaurants within a safe, walking distance of the facility.

[ ]  Accessible before and after normal business hours to allow attendees to study/work outside of normal class time (e.g., G-205, Root Cause teams).

[ ]  Adequate size for the number of course attendees. For the G-205 course, two additional rooms are required for teams of 6 - 8 people to spread out and work.

[ ]  Projector for displaying course materials to the audience. Projector screen(s) must be sufficient for all attendees to easily view the presentations. Multiple screens are encouraged.

[ ]  Capability to share audio, either through hardwired speakers in the room or portable speakers that can easily be connected to a computer.

[ ]  Sufficient board space (white or dry-erase) for the course instructors to use during presentations and for students to use as needed.

[ ]  Access to computers/printers and copier (required for G-205) for students to develop any work products/course reports or presentations.

[ ]  For classrooms used for training on computer software (e.g., H-410, H-411, H-413,
H-500 courses, etc.), computers for each student will be provided with the latest version of the applicable software installed.

[ ]  Large flip-chart and markers will be supplied.

[ ]  Supplies (pens, pencils and paper) will be available to students.

[ ]  Transportation to field trips/tours (if applicable) will be provided by hosting State.