Illinois Technology Transfer Center

FY2019 Spring Training Program

ILLINOIS TECHNOLOGY TRANSFER CENTER

State of Illinois
Illinois Department of Transportation

Illinois Department of Transportation

National LTAP & TTAP Programs
Serving America's Local Road & Bridge Agencies

Federal Highway Administration

Illinois Technology Transfer Center Training Program

The Technology Transfer (T²) Program is a nationwide effort financed jointly by the Federal Highway Administration and individual state departments of transportation. Its purpose is to transfer the latest state-of-the-art technology in the areas of roads and bridges by translating the technology into terms understood by local and state highway or transportation personnel.

After reading all the information on our training classes, please fill out and return the appropriate forms for registration. Please review our enrollment policy as we have limited seating in some of our classes and in most cases, our seating is open to Local Agency Personnel, on a first-come, first-serve basis. If you are not able to attend a class, please contact us as soon as possible so we may offer the spot to those people on our waiting list. Notifying us in advance of substitution of students would also be appreciated.

If you have any additional questions regarding our Training Program, please contact us as listed below.

Illinois Technology Transfer Center
Illinois Department of Transportation
2300 South Dirksen Parkway – Room 208, Springfield, IL 62764
Email us at DOT.T2LRSDOT@illinois.gov
Website: http://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/technology-transfer-center/index

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Training Development Technician
Stephanie Stoverink
Email: Stephanie.A.Stoverink@illinois.gov
Phone: (217) 557-1910

Enrollment

The courses listed on the following pages constitute the Technology Transfer Training Program. These courses are scheduled to be presented on the dates shown and at the locations indicated. These classes are all tuition-free unless otherwise noted. Travel, meals, and lodging expenses, are always the responsibility of the student.

ENROLLMENT:
We invite your agency to enroll students in the classes you desire by filling out the appropriate enrollment form. **PLEASE TYPE OR CLEARLY PRINT** the enrollment information completely as this information will be entered in our computer system for later use in emails, mailings, rosters, and certificates. Return the enrollment form by using one of the following methods:

BY MAIL:
Illinois Department of Transportation
Bureau of Local Roads and Streets
Technology Transfer Center
2300 South Dirksen Parkway, Room 207/208
Springfield, IL 62764

BY EMAIL:
You may email your enrollment form to David.Maziarz@illinois.gov Barry.Kent@illinois.gov or DOT.T2LRS@Illinois.gov

It is important that you send your enrollments in early. Some classes fill up quickly and we may not be able to schedule additional classes.

In cases of excess enrollment, some attendance restrictions will be imposed and in cases of insufficient enrollment, classes may be cancelled. Enrollment in a class will be handled in accordance.

You or the contact person designated on your enrollment form will receive an email approximately 2 weeks prior to the class confirming your registration and giving the classroom/location information. All others will be notified by email that they have been placed on a waiting list and will be contacted if there are further cancellations.

CANCELLATION POLICY:
If a student is unable to attend, it is the agency's responsibility to cancel before the day of the class. Frequent no shows may result in your agency receiving lower priority in future enrollments.

CONSULTANT POLICY:
Enrollment for Consultants will be allowed in all Technology Transfer Training classes except for Local Agency Only classes. Due to the popularity of our classes, we must limit each Consulting firm to a maximum of 4 per class.

CERTIFICATES:

A Certificate of Completion will be awarded to approved students who successfully complete the final examination for the class. In those classes where final exams are not given, a Certificate of Attendance will be awarded. The majority of T² Classes meet the requirements for Professional Development Hours (PDHs). The number of PDHs given per class can be found with the course description; however, it is the student's responsibility to ensure that the course meets the continuing education requirements of their license.

If you have any questions, contact Technology Transfer Program Manager Barry Kent at Barry.Kent@illinois.gov or call (217) 785-2350.

*If you are interested in hosting a training session or are interested in a specific training session that is not currently being offered in your area, please email your request to any Technology Transfer Center staff member

*Please continue to check your email for Technology Transfer Center announcements of additional classes being held during the spring training session.

*Please direct Flagger/Real Colors class requests and all questions about either training program to the T2 Training Development Technician, Stephanie Stoverink at Stephanie.A.Stoverink@illinois.gov or call (217) 557-1910.

Course Descriptions

ADA Self Evaluation and Transition Plans

<u>PURPOSE:</u> To provide an understanding of the requirements for ADA self-evaluation and transition plans for public right-of-way.
<u>TOPICS COVERED:</u> This course provides an understanding of why agencies need to have ADA self-evaluation and transition plans. It provides an understanding of best practices in developing and maintaining self-evaluations and transition plans. It provides participants with an understanding of the risks agencies take by failing to have ADA self-evaluations and transition plans in place.
<u>LENGTH</u>: ½ day
<u>PDH's</u>: 3.0

Basic Supervisory Skills

<u>PURPOSE</u>: If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you with the basics of business by learning the language of management.
<u>TOPICS COVERED</u>: Supervisory skills training is essential because becoming a supervisor or manager demands new skills, you must learn how to lead and accomplish tasks through others. This ½ day seminar is excellent for the new supervisor or manager and also for those who need to have a refresher on their supervisor skills. There will be plenty of activities to stimulate participants and to make the lessons more memorable.
<u>LENGTH</u>: ½ day
<u>PDH's</u>: 3.0

Concrete Structures Construction Inspection

<u>PURPOSE</u>: The course will provide students with information and guidance regarding concrete structures construction inspection.
<u>TOPICS COVERED</u>: Removal of existing structures; Structure excavation; Cofferdam construction; Soil retention construction; Falsework construction; Inspecting concrete structures forming, placement, finishing, and curing; Inspecting reinforcement placement
<u>LENGTH</u>: 1 day
<u>PDH's</u>: 6.0

Earth Excavation and Embankment

<u>PURPOSE</u>: The course will provide students with information and guidance regarding earth excavation and embankment construction inspection.
<u>TOPICS COVERED</u>: Inspecting tree removal, hedge removal, and cleating for conformance with plans and specifications; Identifying unsuitable embankment materials; Locating and preserving underground utilities in an excavation; Borrow use waste approvals; Inspecting embankment construction; Inspecting earthwork operations for conformance with storm water pollution prevention plans; Recognizing operations which may contribute to embankment slides or extensive settlement; Determining the required percent compaction at any density test site; Inspecting top soil excavation and placement;

Measurements and calculations for progress and final documentation of the following pay items: tree removal, hedge removal, earth excavation, rock excavation, borrow excavation, top soil excavation, top soil placement.
LENGTH: 1 day
PDH's: 6.0

Grant Accountability and Transparency Act (GATA) – Classroom

PURPOSE: This seminar includes a presentation by the Illinois Department of Transportation discussing GATA and its impact on highway agencies. It will also provide a Q/A session at the end of the training session.
TOPICS COVERED: GATA and other federal/state laws and standards.
LENGTH: ½ day
PDH's: 3.0

*PREREQUISITE: Must have viewed GATA – Web Based:
https://www2.illinois.gov/sites/GATA/Pages/default.aspx

IDOT Phase 1 Course

PURPOSE: To develop a better understanding of the Illinois Department of Transportation's Phase 1 process.
TOPICS COVERED: Developing a transportation project's purpose and need, roles and responsibilities of local, state, and federal agencies, environmental studies conducted through the Environmental Survey Request process, analyzing and incorporating necessary engineering and environmental findings, and differences among Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS).
LENGTH: 1 day
PDH's: 6.0

Land Acquisition: A Federal and State Update

PURPOSE: Refresher to the Uniform Relocation Assistance and Real Property Acquisition Act (1970) ("URA") and to provide some Q/A's on generally asked LPA questions. Also provides guidance from the Central Bureau of Local Roads and the Central Bureau of Land Acquisition regarding land acquisition for federal aid projects.
LENGTH: 1 day
PDH's: 6.0

Manual on Uniform Traffic Control Devices (MUTCD) Training

PURPOSE: This course will provide the basic principles of the MUTCD. It will also provide guidance on the importance of compliance with the MUTCD and a general discussion on how and why devices are included in the manual.
TOPICS COVERED: There will be sessions focusing on the concept of Positive Guidance, Human Factors, and how they relate to proper traffic control, and highlights of each Part of the MUTCD.
LENGTH: 1 day
PDH's: 6.0

Motor Fuel Tax Accounting and Compliance Review

PURPOSE: This course will enable students to properly record and account for MFT funds utilized on local agency projects.
TOPICS COVERED: Accounting and uses of MFT funds as established by the Illinois Department of Transportation.
LENGTH: ½ day
PDH's: 3.0

Pile Foundation Construction Inspection

PURPOSE: This course will provide students with information and guidance regarding pile foundation construction inspection.
TOPICS COVERED: Inspecting foundation excavation for conformance with plans and specifications; Inspecting piling for conformance with plans and specifications; Pile capacity calculations; Inspecting test pile installation and determining required pile lengths; Inspecting pile driving operation to ensure attainment of nominal required bearing and conformance with plans and specifications; Inspecting pile slicing operations for conformance with specifications; Measurements and calculations for progress and final documentation of the following pay items: furnishing piling, driving piling, pile shoes, test pile, and concrete encasement; Measurements and calculations for documentation of extra work involved in splicing piling.
LENGTH: 1 day
PDH's: 6.0

*PREREQUISITE: Probability of assignment to inspection and documentation of pile driving operation

Plant Mix Asphalt: Design, Construction, Maintenance, and Rehabilitation

PURPOSE: Participants will learn about: Proper pavement design procedures including Modified AASHTO and M-E Design of flexible pavements; Plant mix design procedures including volumetric properties, performance criteria, and additives; Importance of proper construction techniques, equipment, and inspection; Effective use of maintenance treatments; and Rehabilitation techniques for existing pavements.
LENGTH: ½ day
PDH's: 4.0

Qualification Based Selection Training

OVERVIEW: This class is focused on recent changes to the QBS requirements when using federal funds to pay for engineering work. IDOT's BLRS manual has been revised to implement these changes. Participants in this class will gain understanding of the requirements for QBS and how to develop and implement a written QBS plan in their agency.
LENGTH: ½ day
PDH's: 3.0

Steel Structures Construction Inspection

PURPOSE: This course will provide students with information and guidance regarding steel structures construction inspection.
TOPICS COVERED: An overview of steel structure construction inspection; Acceptance of steel materials at the jobsite; Erection of steel beams/girders; Bolting of steel girders; Inspection of secondary members.
LENGTH: 1 day
PDH's: 6.0

Local Agency Only Classes

Flagger Training

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities. It meets requirements established by the Manual on Uniform Traffic Control Devices (MUTCD) and the Occupational Safety and Health Administration.
PREREQUISITES: This course is available to local agency highway personnel holding a valid driver's license or an Illinois Identification Card from the Secretary of State.
TOPICS COVERED: Traffic control devices, the flagger's role in work zone safety, Illinois laws and responsibilities, and flagging procedures.
LENGTH: ½ day
PDH's: 3.0

Work Zone Safety

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities.
TOPICS COVERED: Traffic control devices, traffic control plans, and work zone safety.
LENGTH: ½ day
PDH's: 3.0

FY2019 Spring Training Schedule

Course	Start Date	Location	Course Number
TT- ADA Self Evaluation and Transition Plans			
	May 29, 2019	Rockford	FY2019-065
TT- Basic Supervisory Skills			
	April 24, 2019	Bloomington	FY2019-062
	June 6, 2019	Orland Park	FY2019-063
STTP- Concrete Structures Construction Inspection			
	April 5, 2019	Springfield	FY2019-054
STTP- Earth Excavation and Embankment			
	March 21, 219	Collinsville	FY2019-057
TT- Grant Accountability and Transparency Act (GATA) - Classroom			
	June 4, 2019	Springfield AM/PM	FY2019-073/078
	June 6, 2019	Dixon AM/PM	FY2019-076/079
	June 11, 2019	Collinsville AM/PM	FY2019-072/080
	June 13, 2019	Hoffman Estates AM/PM	FY2019-071/081
TT- IDOT Phase One			
	May 9, 2019	Ina	FY2019-058
TT- Land Acquisition: A Federal and State Update			
	April 16, 2019	Carterville	FY2019-051
	May 21, 2019	Bloomington	FY2019-049
	June 18, 2019	Schaumburg	FY2019-050
TT- Manual on Uniform Traffic Control Devices (MUTCD) Training			
	May 7, 2019	Downers Grove	FY2019-061
TT- Motor Fuel Tax Accounting and Compliance Review			
	June 4, 2019	Schaumburg	FY2019-068
	June 5, 2019	Chicago	FY2019-082
	June 11, 2019	Springfield	FY2019-074
	June 12, 2019	Pittsfield	FY2019-084
	June 25, 2019	Dixon	FY2019-066
	June 26, 2019	East Peoria	FY2019-070
	July 9, 2019	Champaign	FY2019-083
	July 10, 2019	Kankakee	FY2019-075
	July 23, 2019	Carterville	FY2019-077
	July 24, 2019	Effingham	FY2019-067
	Fall 2019	Collinsville	

STTP- Pile Foundation Construction Inspection

April 3, 2019	Vandalia	FY2019-056

TT- Plant Mix Asphalt: Design, Construction, Maintenance, and Rehabilitation

March 19, 2019	Collinsville	FY2019-047
April 4, 2019	Orland Park	FY2019-046
April 18, 2019	East Peoria	FY2019-048

TT- Qualification Based Selection Training

May 14, 2019	Effingham	FY2019-064
June 12, 2019	Moline	FY2019-069

STTP-Steel Structures Construction Inspection

March 14, 2019	Springfield	FY2019-055

Local Agency Only Classes

Course	Start Date	Location	Course Number
TT-Work Zone Safety			
	March 28, 2019	New Lenox	FY2019-052
	April 3, 2019	Macomb	FY2019-053
TT-Flagger Training			
	February 5, 2019	Collinsville	FY2019-231
	February 7, 2019	Springfield	FY2019-225
	February 8, 2019	Danville-AM	FY2019-239
	February 8, 2019	Danville-PM	FY2019-240
	February 19, 2019	Normal	FY2019-229
	February 28, 2019	North Chicago	FY2019-230
	March 5, 2019	Quincy	FY2019-236
	March 7, 2019	Staunton	FY2019-228
	March 14, 2019	O'Fallon-PM	FY2019-232
	March 14, 2019	O'Fallon-PM	FY2019-233
	March 18, 2019	Anna	FY2019-214
	March 19, 2019	Edwardsville-AM	FY2019-219
	March 19, 2019	Edwardsville-PM	FY2019-220
	April 4, 2019	Streator	FY2019-241
	April 10, 2019	New Lenox-AM	FY2019-237
	April 10, 2019	New Lenox-PM	FY2019-238
	May 30, 2019	Carterville-AM	FY2019-234
	May 30, 2019	Carterville-PM	FY2019-235

U.S. Department of Transportation
Federal Highway Administration

TRANSPORTATION
CURRICULUM
COORDINATION
COUNCIL
AASHTO

Local government and tribal transportation practitioners across the U.S. are responsible for more than 75 percent of our Nation's highway network. AASHTO's TC3 training library is one resource for local and tribal agencies in building and maintaining the skills necessary to operate such a vast system. FHWA has an agreement with AASHTO to provide local government and tribal transportation practitioners with access to this library.

What is TC3?

TC3 is AASHTO's online training library of 190+ training modules. Courses are developed by subject matter experts and include national best practices. All courses are available on the TC3 website and also a mobile app, available on iOS and Android systems.

About the Courses

Courses are developed using a Core Curriculum Matrix model that focuses on six technical categories: construction, employee development, maintenance, materials, pavement preservation, and traffic and safety. Each category is divided into four skill levels that define a career progression, from entry level (Level I) through management and administrative (Level IV). Users can then take courses that match their field and skill level.

For maximum flexibility, users can build a personal library of courses. They can also start and stop courses as needed based on their schedule. The platform includes a dashboard that tracks progress through each course a user starts so they can see where they are at a glance and pick back up where they left off.

More than 90 percent of the courses also qualify for professional development hours (PDHs) that can contribute to continuing education and licensure renewal.
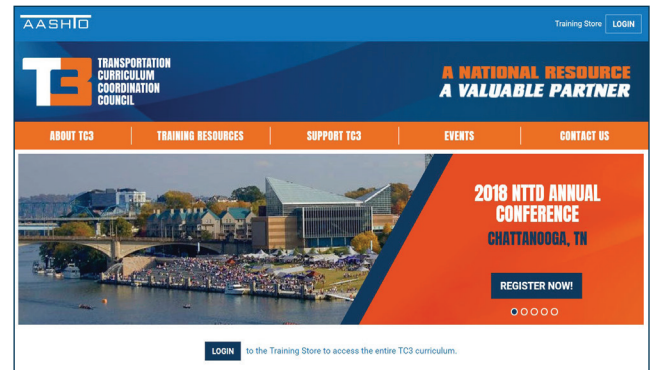
Get Started!

Access to courses is available to local agency and tribal staff only. To get started:

Create an AASHTO account login at *https://register.transportation.org*

- Select Register. ***Then you must enter your agency email address.***
- After registration is complete, you will have unlimited access to the curriculum.
- To browse and gain access to the TC3 course offerings, go to https://tc3.transportation.org/
- Use promotion code: **D5X3-B3D9-52CB-4XCX**
- For additional help, watch this YouTube video: *https://youtu.be/NcFONY2R78s*

FHWA does not endorse specific products, services or enterprises.

TC3
www.tc3.transportation.org

FHWA Center for Local Aid Support (CLAS)
CLAS@dot.gov
www.fhwa.dot.gov/innovativeprograms/centers/local_aid

Real Colors®

You, Others & Their Real Colors

Course Summary

At one time or another, everyone has reached a point where they can only shake their head and wonder, "Why do people do the things they do?" The answer may surprise you!

Fact is, everyone has a distinct temperament spectrum. By learning to identify a person's Real Colors®, you will gain insight into the things that are most important to them while discovering the secret of what motivates them and much more.

This workshop program provides an opportunity for professionals to examine who they are and how they relate to their associates in the workplace. It empowers associates by teaching them effective communication skills and helping them understand their own behavior, the behavior of their co-workers, and the behavior of their clients.

A better understanding of the personalities of people allows associates to perform tasks in a more efficient manner that results in higher quality work and more satisfied workers. By learning to better understand and deal with the personality styles of others, participants gain power in every aspect of their lives, both professionally and personally.

T2 is excited to announce, in addition to the foundation You, Others & Their Real Colors, we will now be offering the following advanced workshops!

Real Applications

Course Summary

Real Applications takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful content to help your organization further apply Real Colors in exciting innovative ways.

Program participants will look at how a person's second color affects their overall personality style, how Real Colors concepts help each team member connect with your organization's mission, and how Real Colors offers a framework to navigate difficult conversations.

Real Applications contains activities, resource materials, and content relating to Customer Service.

Pre-requisite: You, Others & Their Real Colors

Real Solutions

Course Summary

Real Solutions takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful content to help take Real Colors participants to the next level of understanding.

Real Solutions is a course designed to show how through using the knowledge of Real Colors, different "colors" process stressful and uncomfortable situations. One of the dynamic program modules takes difficult situations that occur in relationships and shows how Real Colors concepts can make a difference.

Pre-requisite: You, Others & Their Real Colors

Real Teams

Course Summary

Real Teams takes the concepts from the foundation You, Others & Their Real Colors program with activities and powerful team-building content to help Real Colors participants who working on a team.

Real teams is designed to help you and your team members gain insights and understanding about your team's dynamics through Real Colors concepts. Through this workshop, participants will be taken through a series of fast-paced, interactive, and fun activities, allowing them to learn the strengths of each of the Real Colors first-hand. Exploring the concepts of trust, opportunities for growth, and what successful teams look like through the lens of Real Colors, participants will leave the workshop will applicable knowledge and skills that will help them work better together.

Pre-requisite: You, Others & Their Real Colors

To schedule a Real Colors® workshop, contact Stephanie Stoverink at 217-557-1910 or at stephanie.a.stoverink@illinois.gov.

Illinois Center for Transportation (ICT) Classes

Documentation of Contract Quantities

PURPOSE: To provide the student with the ability to document contract quantities in compliance with state and federal standards. This class will cover project diary entries, quantity book preparation, cross-reference system, extra work reports, measurement and calculation of pay items for pay quantities occurring in road and bridge plans.
PREREQUISITES: One-year IDOT construction experience, familiarity with general highway and IDOT construction terminology and practice, and knowledge of basic algebra and geometry including Order of Operations and the ability to calculate areas and volumes.
TOPICS TO BE COVERED: Construction Inspection which consists of staking, material testing and inspection, documentation of materials and quantities, record keeping and enforcement of specifications applicable to a contractor's work on construction projects.
LENGTH OF COURSE: 3 days.

Please visit the ICT website at http://ict.illinois.edu/outreach/documentation-training/ for more information.

Erosion & Sediment Control Workshop

PURPOSE: The three modules offered in this workshop series are designed for the Illinois Department of Transportation (IDOT) contractors, inspectors, designers and others interested in erosion and sediment control and storm water management best management practices (BMPs) for a sustainable environment. Successful completion of the Fundamentals Module is required before taking the Design or Construction Modules.
PREREQUISITES: Must successfully complete Fundamentals Module to take Module II and III.
TOPICS TO BE COVERED: Module I: Fundamentals of Storm Water Pollution and Erosion and Sediment Control, Module II: Erosion and Sediment Control Planning and Design, Module III: Inspection of Erosion and Sediment Control Best Management Practices (BMPS)
LENGTH OF COURSE: Module I - 2 days, Module II – 1 day and Module III – 1 day.

Please visit the ICT website at http://ict.illinois.edu/outreach/erosion-control-workshop/ for more information.

Traffic Incident Management Training (TIM)

The Illinois Department of Transportation, through the Illinois Center for Transportation and Southern Illinois University Edwardsville, has established a Traffic Incident Management Training Program. This 5-hour class includes participants from all disciplines involved in incident management and is the first multi-disciplinary class of its kind in Illinois.

For additional information on IDOT's TIM classes, visit:

 http://www.idot.illinois.gov/transportation-system/safety/roadway/traffic-incident-management

National Highway Institute (NHI) Classes

The Illinois Department of Transportation and/or the Technology Transfer Center will not be handling enrollments for the National Highway Institute (NHI) classes this training season.

For additional information on NHI classes, visit their website at http://www.nhi.fhwa.dot.gov/default.aspx.

QC/QA Training

The Illinois Department of Transportation QC/QA Training is administered by Lake Land College.

For additional information on locations, schedules, and fees visit their website at:
http://www.lakeland.cc.il.us/as/idt/index.cfm.

FY2019 Spring Training Program Enrollment Form

ILLINOIS TECHNOLOGY TRANSFER CENTER

Please print or type the enrollment information completely as this information will be entered in our computer for later use on mailings, rosters, and certificates. Enter the three-digit course number that follows the FY2019 year. You may return the enrollment form by e-mailing David.Maziarz@illinois.gov Barry.Kent@illinois.gov or DOT.T2LRSDOT@Illinois.gov or by mail to the Illinois Department of Transportation, Local Roads and Streets, 2300 South Dirksen Parkway, Room 208, Springfield, IL 62764.

Student Name	Student E-mail Address	Course Numbers	
_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____
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_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____
_____	_____	FY19-_____	FY19-_____

_____ _____ _____

Name of Agency/Department   Phone Number   Fax Number

_____ _____

Business Address   Contact Person

_____ _____

City/State/Zip Code   Contact Person Email

Flagger Training for Local Agencies Request Form

Flaggers are the most important members of your construction or maintenance crew. In order to protect your work zones, every flagger is required to know proper flagging procedures and use the appropriate equipment. Chapter 6E of the Manual on Uniform Traffic Control (MUTCD) contains all the flagger requirements and recommendations. The MUTCD may be downloaded at http://mutcd.fhwa.dot.gov/index.htm.

The Technology Transfer Center offers Flagger Training as part of our training program. Classes may be scheduled at your facility provided the following conditions are met:
1. A minimum of 40 people is required to offer this training. (If you do not have this many employees, work with other local agencies in your area to organize a joint class.)
2. A roster of all attendees must be provided two weeks before the start date or the class will be cancelled.

Who should receive this training? This training is appropriate for any local agency employee who may perform as a flagger in emergency or non-emergency situations. This includes highway department employees (workers and supervisors), public utility employees, police officers, and firemen (volunteer and full-time).

If you would like to request a class in your area, please fill out the form below and mail it to the Illinois Department of Transportation, Technology Transfer Center, 2300 South Dirksen Parkway, Room 207, Springfield, Illinois 62764 or e-mail Stephanie.A.Stoverink@illinois.gov or call (217)-557-1910.

Flagger Training Class Request

Local Agency Personnel Only

Agency _____

Contact Person _____ Number of Students _____

Agency Address _____

City _____ State _____ Zip Code _____

Phone _____ Requested Training Date _____

Email Address _____

Training room on site?   Yes   No   Could other agencies attend? Yes   No

Projector/Screen?   Yes   No