

# **ACCEN** Ada City-County Emergency Management

7200 Barrister Drive • Boise, ID 83704-9293 • (208) 577-4750

Fax (208) 577-4759 • [www.accem.org](http://www.accem.org)

## Course Request Form

<b>Today's Date:</b>	
<b>Requester:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Organization/Title:</b>	
<b>Site POC/Phone:</b>	
<b>Course Requested:</b> (Include Number & Title)	
<b>Date/time Requested:</b>	
<b>Location Requested:</b> (Include Street Address, City, Zip, Room Name & Capacity)	
<b>Equipment Available:</b>	<input type="checkbox"/> Projector <input type="checkbox"/> Speakers <input type="checkbox"/> DVD Player <input type="checkbox"/> Laptop w/CD drive <input type="checkbox"/> White Board <input type="checkbox"/> NO EQUIPMENT
<b>Anticipated Audience:</b> (ESF and anticipated #)	
<b>Materials &amp; Shipping</b>	<input type="checkbox"/> To site <input type="checkbox"/> To instructor <input type="checkbox"/> Instructor Pick Up
	<b>Certificates:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No - Included with roster if enrolled - Can be printed online after class
<b>Approved in County or Tribal Training Plan?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  _____
<b>Grant Source</b> (Check One)	<input type="checkbox"/> 2007 SHSP <input type="checkbox"/> 2008 SHSP <input type="checkbox"/> Other <input type="checkbox"/> 2007 LETTP <input type="checkbox"/> 2008 LETTP
<b>Notes:</b>	

**Please return this form to:**

**Rob Littrell, Training & Exercises Specialist, (208) 577-4750**

**Email: [rlittrell@adaweb.net](mailto:rlittrell@adaweb.net) or fax to (208) 577-4759**

*For ISU Use only*

Instructor(s) Confirmed   
 Course Confirmed   
 Course Posted/Sent to County EC   
 Issued Equipment – Projector: # \_\_\_ LCD #: \_\_\_ Laptop#: \_\_\_   
 Materials Shipped on \_\_\_\_\_ via \_\_\_\_\_

*Ada County • Ada County Highway District • Boise • Eagle • Garden City • Kuna • Meridian • Star*

**DISASTER MITIGATION, PREPAREDNESS, RESPONSE & RECOVERY**