

## INSTRUCTIONS

1. Complete the form and save it to your local drive.
2. Select the Submit Form button. (This will open your e-mail program with the proper e-mail address filled in.) Note that you may need to click an additional button to allow the program to open.
3. Attach the saved intake form that you completed in step 1 to the e-mail.
4. Insert any relevant message you would like to send to the point of contact.
5. Click the Send button.

Contact a training specialist at [ntc-state-programs@dot.gov](mailto:ntc-state-programs@dot.gov) if you have questions about the intake process or if you need help completing the form.

## SCHEDULE INTAKE

\*Red boxes indicate a required field.

### CLASS INFORMATION

Course: Large Truck and Bus Traffic Enforcement Train-the-Trainer

Class Length: 1 Day

Start Date:

End Date:

Number of Students:

### POINT OF CONTACT

Title:

Address:

First Name:

Address 2:

Last Name:

City:

Office Phone:

State:

Mobile Phone:

ZIP/Postal Code:

Email:

Country:

CLASS LOCATION

Facility Name:

Address:

Address 2:

City:

State:

ZIP/Postal Code:

Country:

MATERIAL SHIPPING ADDRESS

Facility Name:

Address:

Address 2:

City:

State:

ZIP/Postal Code:

Country: