

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 March, 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 (<https://scp.nrc.gov/training.html>), 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). Travel funds **will** be provided for State employees by the NRC.

Organization Information:

State:	
Contact:	
Phone:	Email:

Course Information:

Name of Course:
List the date(s) to be considered:

Training Facility:

Name:		
Street Address:		
City:	State:	Zip Code:
How many miles from the recommended hotel:		
Does the training facility provide a complimentary shuttle to on-site tour facility:		
How many spaces are available for students to accommodate other State staff:		

Off-Site Tour Facility (if applicable):

Name:		
Street Address:		
City:	State:	Zip Code:
How many miles from training facility:		
Does the training facility provide a complimentary shuttle to off-site tour facility:		

Recommended Hotel:

Name:		
Street Address:		
City:	State:	Zip Code:
How many miles from the airport:		
Does the hotel provide a complimentary shuttle:		

Training Facility/Classroom Checklist

(Please check all that apply)

- Training facility is no more than 25 miles from the airport.
- Off-site tour facility - operational or hot standby with components for students.
- Handicap accessible per the Americans with Disabilities Act, as amended.
- Complies with applicable building codes and OSHA 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.
- 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.
- Large flipchart 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.