



NC Department of Public Safety
EMERGENCY MANAGEMENT

Josh Stein, Governor

Cassandra S. Hoekstra, Interim Secretary

William C. Ray, Director

NCEM Training Request for Training Courses

Instructions: To request the delivery of, or assistance with a training course from the NCCEM Training Branch, please provide the following information at least 75 days in advance and deliver this form to your Area Coordinator. If the requestor and requesting agency is not the County EM Director, forward a copy of the request to their office when submitting to the NCCEM Area Coordinator. After review, the request will be forwarded to the NCCEM Training Branch for follow up.

Type of Course Request	State ☐	Local ☐	Posting Only ☐
Requestor Name & Title:			
Requesting Agency:			
Phone Number:			
E-mail:			
Course Point of Contact:			
POC Phone Number:			
POC E-mail:			
Name of Course or Event:			
Waitlist Posting	Yes ☐	No ☐	
Class Dates and Times (provide 2 or 3 possible dates in order of preference):			
Location of Class (Bldg, Physical Address, Classroom Number):			
Number of students committed to attend by requesting agency:			



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