



Request for Training Form

University of Missouri Extension, Fire and Rescue Training Institute
573-882-4735 • 1-800-869-3476

PLEASE COMPLETE ONE FORM PER REQUEST *(please print clearly)*

The following organization requests a training course to be conducted by MU FRTI:

Requested Course Title: _____

Sponsoring Organization: _____

State Mutual Aid Region/County: _____

Mailing Address _____ Apt/Unit No. _____

City _____ State _____ Zip _____

1st Start Date _____ 1st End Date _____

Alternate Start Date _____ Alternate End Date _____

Fax # _____ E-Mail _____

Training Site Address (Physical Location): _____

Authorized Official: _____

Contact Person: _____

Evening Phone: (Please include area code): _____ Day Phone: (Please include area code): _____

Title : _____ Signature: _____

REQUESTING AND DELIVERY OF MU FRTI COURSES

Any course may be requested and hosted by individual fire departments or groups of fire departments for delivery anywhere in Missouri at any time of the year. Requests can be made by contacting your Regional Training Coordinator from your specific region or the MU FRTI office at 800.869.3476.

When requesting a course from MU FRTI, please follow these guidelines:

1. All courses to be delivered by an MU FRTI adjunct instructor, whether from within or outside of your department, require 45 days advance notice. Course requests received within the 45 day limit are subject to disapproval from MU FRTI.
2. If requesting a course to be delivered regionally or statewide, please give 90 days notice. This time is needed for logistical arrangements, course advertising, and participant preregistration.
3. A Request for Training form is provided for your convenience. Please make additional copies of the form as needed and submit to your regional training coordinator or MU FRTI when requesting a course.
4. Mail completed form to: MU Fire & Rescue Training Institute, 240 Heinkel Building, Columbia, MO 65211