

# TXSFST Practitioner Course Class Request

**Must be received at least two week prior to training date**

Completed course materials must be returned to TXSFST within 7 days of course

## **Class Information & Materials**

**\*Limit capacity to less than 1/2 of total training room capacity\***

Instructor

Date of Class

Shipping Location

Shipping Address

Time of Class

**Is TXSFST reporting to TCOLE?**

Class Location

Street Address

Zip Code

City & County

Phone number of contact person

Number of officers to attend

Does the agency have a no touch thermometer?

Registration (Check with HOST agency on outside personnel policy during COVID-19)

OPEN (Outside agencies may attend)

CLOSED (No outside agencies may attend)

## **Reimbursement**

Travel\*\* Please note: you must travel a minimum of 50 miles ONE WAY in order to be reimbursed for mileage, per diem, and lodging. Travel must be pre-approved and an **ITEMIZED RECEIPT** is REQUIRED FOR REIMBURSEMENT

I will be requesting reimbursement for mileage:

I will be requesting reimbursement for meals:

I will be requesting reimbursement for hotel

I will be teaching:

## **Teaching precautions during pandemic**

**(The following list is required by TxDOT and must be followed)**

- 1) Screening sheets - each attendee to complete for instructor to receive and review, screening sheets for instructor for subgrantee/TxDOT to review
- 2) Take temp of each attendee and instructor with touch-less thermometer (ask agency if they have one)
  - Must be below 100.4 F
- 3) Social distancing in class -
  - 6' person to person required
  - 3 chairs in between each seat for classroom instruction
  - Limit capacity to 1/3 or less than ½ of total training room capacity
  - Masks required
  - Gloves available
  - Hand sanitizer available