

SFST Refresher 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 1/2 of total training room capacity
 - Masks required
 - Gloves available
 - Hand sanitizer available