U.S. Department of Transportation
Federal Highway Administration

NATIONAL HIGHWAY INSTITUTE

ON-SITE COURSE REQUEST

National Highway Institute
4600 N. Fairfax Dr.
Suite 800
Arlington, VA 22203

Fax this Form to Danielle Mathis-Lee at (703) 235-0577

Section A - COURSE REQUEST

1. Course Information

Course Number _____ **Course Title** _____

Length ____ (days) **Fee $** _____ ☑ Per Participant ☐ Per Course

2. Training Location

City _____ **State** _____

3. Requested Date _____ **Alternate Dates** _____

4. Sponsoring Agency _____

5. Local Coordinator

Name _____
Street _____
City _____ State ____ Zip _____
Phone _____ Fax _____
Email _____

6. Shipping Address for Materials

(Please list Street Addresses only)

Name _____
Street _____
City _____ State ____ Zip _____

7. Billing Address

Name _____
Street _____
City _____ State ____ Zip _____
Phone _____ Fax _____
Email _____

8. Requesting Official *(if different from Local Coordinator)*

Name _____
Title _____
Phone _____ Fax _____
Email _____
Signature Date

X

Section B - CONFIRMATION

1. Confirmed Course Date _____

2. Contractor _____

3. Instructor

Name _____
Phone _____ Fax _____

4. NHI Training Program Manager

Name _____
Phone (703) 235-0500 Fax (703) 235-0593

5. Authorizing Official

Name Danielle Mathis-Lee
Email danielle.mathis-lee@fhwa.dot.gov
Phone (703) 235-0528 Fax (703) 235-0577

Signature Date

X

SPECIAL NOTE: The course material will be shipped directly to the local coordinator unless we are requested to do otherwise. The local coordinator should use the packing list enclosed with each shipment to inventory the material immediately upon receipt. If the course material has not arrived 2 weeks prior to the scheduled presentation or if there are any questions on the arrangements, the local coordinator should contact the NHI Training Program Manager listed in Section B.