National Tactical Officers Association
PO Box 797   Doylestown PA 18901
Ph 800-279-9127 ext. 2 Fax: 215-230-7552
training@ntoa.org

If you are authorized to contract for training on behalf of your agency, please send this form to NTOA headquarters.

CO-HOST AGENCY INFORMATION		Date:	
Agency Name			
Mailing Address			
Shipping Address (notebooks, etc., UPS)			
Contact Person		Work #	
Fax #		Cell #		E-mail	

REQUESTED TRAINING COURSE:	
PREFERRED INSTRUCTOR:	

PROPOSED DATES	1st Choice		2nd Choice	

Open Course Any sworn law enforcement officer can attend and each is responsible for payment. This type of course is advertised on our website and other LE training sites. A complimentary slot is given dependent on number of paying attendees.

attending from co-host agency_____

Closed Course Your agency pays for the entire cost for registered officers. This type of course is not advertised. Purchase order # and invoicing instructions required.

 For how many students? _____

TRAINING SITE ADDRESS -**Instructor access needed 1 hour prior to start**

Address:		Phone:	
Nearest Airport:		Contact person present for course?	
Recommended Hotel:			

TRAINING LOGISTICS   *Classroom Audio Visual*

Adequate space with tables and chairs		White board w/markers		Multimedia or LCD Projector & screen	

Negotiations	2 Additional Break-out rooms		3-12 rooms for scenarios	
Movement	3 or 4 vacant locations with multiple rooms and floors		1 commercial building w/ multiple rooms	

Equipment

9mm Training Handguns (support)		9mm Marking Rounds (250)		Helmets, vests, groin protection (support)	
2 – 3 role players for last day		Ballistic Shield		Ram & hallagan tools	
Chemical Agent house if diversionary devices are available			Mirrors for searching	
Bull Horn		Throw Phone		Post it notes	

Firearms	15 Shooting Positions		Bermed with back stops		25-300yd ranges required	
Targets, Tape, Spray Paint		Other Range Equipment:				

MARKETING	Are you able to assist with advertising?	