



## COURSE REQUISITION REQUEST

Prior to hosting a RFABC course in your community or facility and in order that we can provide the best learning experience possible, our Association requires you to complete this Course Requisition Request. This request form can be completed and returned to our office for approval. In order that instructor availability can be confirmed please send your request as soon as possible. Thank you for your cooperation and looking forward to working with you to ensure a successful conclusion of the course.

NAME:

TITLE:

ADDRESS:

CITY:

POSTAL CODE:

PHONE: (W)

(C)

EMAIL

RFABC MEMBER:

YES

NO

SECONDARY COURSE CONTACT:

PHONE: (W)

EMAIL:

COURSE & PREFERRED DATES

1<sup>ST</sup>

2<sup>ND</sup>

3<sup>RD</sup>

*(Maximum participants/course & duration (days) shown in brackets)*

- Arena Ice Maker {18 (2)}
- Building Service Worker I {14(2)}
- Building Service Worker II {14(2)}
- Refrigeration Safety Awareness {20(1)}
- Ice Facility Operator {20(5)}
- Refrigeration Operator {20(10)}
- Supervisory Skills {12(2)}
- Swimming Pool Operator I {18(2)}
- Swimming Pool Operator II {18(2)}

As host you will receive one complimentary registration into the respective course. Further, you will be responsible for the following on site instruction requirements: Classroom with chairs & tables to accommodate maximum class size, access to an instruction facility if required; flip chart(s) or whiteboard & pens or blackboard; overhead projector; LCD projector; projection screen (large); extension cords & power bar; listing of three close-at-hand accommodations, including their respective web links, for out-of-town course participants.

Please note: some RFABC course (i.e. Arena Ice Maker, Building Service Worker I & II) may also require the host to supply instruction materials as well as staff assistance to ensure the program is presented in an appropriate manner. Course hosts will be notified of any specialty needs upon receipt of course Requisition Request.

For information and description on all RFABC staff training courses please go to the website at [www.rfabc.com](http://www.rfabc.com) and click on Courses.