



Mississippi Local Technical Assistance Program Training Request Procedures

Thank you for contacting MS LTAP Center for your training needs. Completion of this form is the first step in helping our agency assess your needs and how we can best respond. Our goal is to provide you with high quality, relevant training suited to your specific audience through effective, responsible utilization of resources.

Steps to register for the Mississippi LTAP Training Request:

1. Training Request registration form is available on the Mississippi LTAP website <http://www.mdot.ms.gov/ltap/>
2. Agency must complete the Training Request Form. Complete online, fax or email back to the Mississippi LTAP Center at (601) 359-7652. Attention: LTAP Team. Email: ltap@mdot.ms.gov.
3. Course will be considered tentative until the MS LTAP Center receives all forms. Once forms are received, course will be confirmed.
4. LTAP Staff member will do any necessary follow-up.

Policies:

1. Once a course has been scheduled, the date will remain tentative until required paper work has been turned into the Mississippi LTAP Center. The paperwork "due date" will be established when the course is tentatively scheduled.
2. If course is to be cancelled, the Mississippi LTAP Center requires a 72 hour notice prior to the training start date.

A complete Training Request Form is required to confirm Training Request date or course cannot be guaranteed. When your request is received, we will follow up with you as soon as possible. Thank you again for contacting the MS LTAP Center.

Any questions with this information, please contact LTAP Team at (601) 359-7685 or Fax To: Mississippi LTAP Center at (601) 359-7652 Or **Mail To:** Mississippi LTAP Center
Planning Division
Post Office Box 1850
Jackson, Mississippi 39215