



# Southern Police Institute

Department of Criminal Justice  
University of Louisville  
Louisville, KY 40292  
Main Office: (502) 852-6561  
Fax: (502) 852-0335



[louisville.edu/spi](http://louisville.edu/spi)  
[facebook.com/SPI.Louisville](https://facebook.com/SPI.Louisville)

## *SPI Course Inquiry Form*

To request a training course, please complete and email this form to Program Coordinator Theresa Newton at [tmnewt01@louisville.edu](mailto:tmnewt01@louisville.edu)

### General Information

Course(s) Requested: \_\_\_\_\_

Course Date/Month Requested: \_\_\_\_\_

Number of participants to be trained from your agency: \_\_\_\_\_

I am interested in this training course as a      Contract \_\_\_\_\_      Co-host \_\_\_\_\_  
Click on "Contract or "Co-host" to learn more.

### Contact Information (Individual Requesting Course)

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (Office): \_\_\_\_\_ Ext. \_\_\_\_\_

Phone (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Would you like to coordinate the course for up to two free seats\*?**

\*Excludes CODC

One (1) seat for coordination:      Yes                  No

**If coordination the requested course, please list name and coordinator's contact information:**

**Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone (Office):** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Phone (Cell):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

One (1) seat for transportation:      Yes                  No

**If the coordinator is handling transportation for the course instructors, please indicate below:**

\_\_\_\_\_ **To and From Airport**

\_\_\_\_\_ **To and From Training Facility**

\_\_\_\_\_ **To and From Meals**

**Airport Information**

**Nearest International Airport to Training Facility & Airport Code:**

\_\_\_\_\_

**Distance from Training Facility (miles/time):** \_\_\_\_\_

**Nearest Regional Airport to Training Facility & Airport Code:**

\_\_\_\_\_

**Distance from Training Facility (miles/time):** \_\_\_\_\_

**Training Location/Facility Information:**

Name of Site: \_\_\_\_\_  
Agency/Institute: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Facility Contact Person: \_\_\_\_\_  
Phone (Office): \_\_\_\_\_ Ext. \_\_\_\_\_  
Phone (Cell): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Signatory (Who Will Sign Contract/Co-Host Agreement) Information:**

Name: \_\_\_\_\_  
Phone (Office): \_\_\_\_\_ Ext. \_\_\_\_\_  
Phone (Cell): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Training Facility Shipping/Mailing Address (For Course Training Materials):**

Agency Name: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Does the Training Facility have daily UPS service?      Yes              No

**Recommended Hotel Accommodations For Instructors & Participants:**

**(In Order of Priority)**

**Name of Hotel:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Mileage from Training Facility:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Room Rate:** \_\_\_\_\_

**Contact for Reservations:** \_\_\_\_\_

**Hotel Amenities Offered:**

\_\_\_\_\_ **Breakfast**

\_\_\_\_\_ **Complimentary Airport Shuttle**

\_\_\_\_\_ **Free Parking**

**Name of Hotel:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Mileage from Training Facility:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Room Rate:** \_\_\_\_\_

**Contact for Reservations:** \_\_\_\_\_

**Hotel Amenities Offered:**

\_\_\_\_\_ **Breakfast**

\_\_\_\_\_ **Complimentary Airport Shuttle**

\_\_\_\_\_ **Free Parking**

Have you previously co-hosted/contracted any SPI courses?    Yes                    No

If you answered yes, which courses have you co-hosted or contracted?

Title \_\_\_\_\_ Dates \_\_\_\_\_

Title \_\_\_\_\_ Dates \_\_\_\_\_

Title \_\_\_\_\_ Dates \_\_\_\_\_

Please email the completed form to Theresa Newton. If you have any questions, please contact Theresa at the Southern Police Institute as listed below. When co-hosting a training course, please keep in mind that **a minimum of 6 months is required for SPI to adequately advertise the course.** Thank you for your interest in the Southern Police Institute.

**Theresa Newton, Program Coordinator**  
**Southern Police Institute**  
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