

# SOUTHERN POLICE INSTITUTE

Department of Criminal Justice  
College of Arts and Sciences  
University of Louisville  
Louisville, Kentucky 40292  
[www.louisville.edu/spi](http://www.louisville.edu/spi)



## SPI Course Inquiry Form

To request a training course, please download and complete this form. Open the file from your downloads folder (not in web browser), fill the form, and use the “Submit” button at the end or send via email to Theresa Newton at [theresa.newton@louisville.edu](mailto:theresa.newton@louisville.edu).

General Information		
Date of Inquiry (today's date)	Date Last Updated (for admin only – leave blank)	
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 <i>Click on “Contract” or “Co-host” for more info</i>	Contract	Co-host

Contact Information (Individual Requesting Course)		
Name		
Agency		
Contact Street Address		
City	State	Zip
Phone (Office & Ext.)	Phone (Cell)	
Email Address		

<b>Signatory (Who Will Sign Contract/Co-Host Agreement) Information:</b>	
Name	
Phone (Office & Ext.)	Phone (Cell)
Email Address	

<b>Would you like to help with the logistics of the course for up to 2 free seats? (Excludes CODC)</b>		
<b>One (1) seat for coordination</b>	<b>Yes</b>	<b>No</b>
<b>If coordinating this course, please list name and coordinator's contact information:</b>		
Name		
Agency		
Contact Street Address		
City	State	Zip
Phone (Office & Ext.)	Phone (Cell)	
Email Address		
<b>One (1) seat for transportation:</b>	<b>Yes</b>	<b>No</b>
<b>If the coordinator is handling transportation for the course instructors, please indicate below:</b>		
To and From Airport		
To and From Training Facility		
To and From Meals		

<b>Airport Information</b>	
Nearest International Airport to Training Facility & Airport Code	
Distance from Training Facility	

<b>Training Location/Facility Information</b>		
Name of Site		
Agency/Institute		
Street Address of Facility		
City	State	Zip
Facility Seating Capacity		
Facility Contact Person		
Phone (Office & Ext.)	Phone (Cell)	
Email Address:		

<b>Training Facility Shipping /Mailing Address (For Course Training Materials)</b>		
Agency Name		
Attn:		
Street Mailing Address		
City	State	Zip
Phone Number		
Email Address		
Does the Training Facility have daily UPS Service?	Yes	No

<b>Recommended Hotel Accommodations for Instructors &amp; Participants</b>		
Name of Hotel		
Street Address		
City	State	Zip
Mileage from Training Facility		
Phone		
Room Rate		
Contact for Reservations		
Hotel Amenities Offered		
Breakfast		
Complimentary Airport Shuttle		
Free Parking		
Will you be coordinating a room block with the hotel for a special rate for instructors and/or participants?	Yes	No
If yes, please provide us with a direct link or detailed instructions on how to receive the special rate including a “book by” date if applicable (for advertising purposes):		

Have you previously co-hosted/contracted any SPI Courses?	Yes	No
If you answered yes, which courses have you co-hosted or contracted?		
Course Name	Dates Held	

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. To submit this form, email Theresa at the address below or use the “Submit” button to send.

**Theresa Newton, Program Coordinator**

[theresa.newton@louisville.edu](mailto:theresa.newton@louisville.edu)

**Direct: (502) 852-0333**