



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
facebook.com/SPI.Louisville

SPI Course Inquiry Form

To request a training course, please complete and email this form to Theresa Newton at theresa.newton@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 Seating Capacity: _____
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
theresa.newton@louisville.edu
Direct: (502) 852-0333