



# NTSB TRAINING CENTER

## COURSE APPLICATION

|                               |   |
|-------------------------------|---|
| Course Title: _____           | Tuition: _____  |
| _____                         | <b>Offline Processing Fee</b> <u>    \$100    </u>        |
| Course ID Code or Dates _____ | Invoice Processing Fee (if requested) <u>    \$25    </u> |
|                               | <b>Total Tuition and Fees:</b> _____                      |

### Applicant Information Submit a separate application for each course and for each student. Please print or type.

Applicant's Name (Last, First, Middle) \_\_\_\_\_ Are you a returning student? Yes No

Title/Function \_\_\_\_\_

Organization \_\_\_\_\_

Mailing address Please check one: Work Home \_\_\_\_\_

City State Zip County \_\_\_\_\_

Telephone Fax E-mail \_\_\_\_\_

For identification purposes, please provide the month and the day of your birth (i.e., July 4 = 07/04): \_\_/\_\_/\_\_

Please print name exactly as it should appear on training certificate: \_\_\_\_\_

### Method of Payment Please read carefully and choose one method below. (NTSB cannot accept cash.)

- **Credit Cards** (AMEX, VISA, MC, Discover, Diners Club)--Please complete the Credit Card Payment Authorization form and **fax** it along with this course application form to **Interior Business Center, at 303-969-7195**
- **Check or Money Order**--Make check **payable to NTSB** in U.S. dollars and submit with course application **by mail** to:  
NTSB, % Interior Business Center, ATTN: Collections Officer  
7301 W. Mansfield Ave., MSD-2770, Denver, CO 80235
- **For US Federal agencies**—you can pay for your course via **IPAC** (Intra-governmental Payment and Collection). Please attach one of the following documents: inter-agency agreement, Purchase Order, SF-182, DD-448 or DD-1556. You must complete the following:  
Agency Contact & Phone & Email: \_\_\_\_\_  
Agency Location Code (ALC): \_\_\_\_\_ Treasury Appropriation Symbol (TAS) \_\_\_\_\_
- **Electronic Transfer for foreign entities**—complete course application, email to [Studentservices@ntsb.gov](mailto:Studentservices@ntsb.gov), or fax to NTSB Training Center, at 202-459-9357. An invoice will be issued with wire transfer instructions.

### Other Information: Please contact Student Services, at [studentservices@ntsb.gov](mailto:studentservices@ntsb.gov); Tel: 571-223-3939

**PRIVACY ACT STATEMENT:** This information is solicited under authority of the Privacy Act of 1974. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request to participate in a program at the NTSB Training Center. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of any funds involved.

**MKey** (For NTSB and IBC Use Only) \_\_\_\_\_

**IBC: Process payment within 2 business days of receipt. Fax confirmation of payment receipt, amount received, and Course Registration form to NTSB at 202-459-9357**