

## INSTRUCTION BY REQUEST (IBR) FORM

We strive to make the learning experience as effective and accessible as possible. Your workers can't make it to one of our facilities for a class? You wish to train a number of workers simultaneously? Not a problem, we'll come to you!

We are pleased to offer on-site course training at your facility, an ACSA office, or a regional partner location. We will do our best to deliver training on the date of your first preference, depending on instructor and facility availability.

Company Legal Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

What course(s) are requesting an IBR for?: \_\_\_\_\_

1<sup>st</sup> Date Option: \_\_\_\_\_ 2<sup>nd</sup> Date Option: \_\_\_\_\_ 3<sup>rd</sup> Date Option: \_\_\_\_\_

Address of Training Facility: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

*Note: this address will be where all resources are delivered*

Please list the required audio/visual equipment (i.e., laptop, projector, etc.) the **ACSA** will need to supply

In order to ensure that we provide you with quality training while at your site, we ask that you provide a suitable space with a few key elements for effective training delivery:

- A quiet area with access limited to only students and instructors in order to avoid interruptions.
- Adequate space for the instructor and students to move around and to accommodate classroom activities.
- A clean area with work surfaces for students to complete course work.

The rest is up to us! ACSA provides all the learning materials required for the training session.