



SVC-104, Room 2110
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INFORMATION AND TRAINING REQUEST FORM

If you need help in completing this form, please contact the Disability Resource Center.

Section A: Customer Information

Name of Customer:	Operating administration:	Today's date:
Title:	Email address:	Phone/TTY:
Office mailing address (no post office boxes please) Room number/Routing symbol:		
Street address:		
City:	State:	Zip:
Fax:		

Section B: Services Requested:

<input type="checkbox"/> Information/Resources/Consultation (Please complete Section C)
<input type="checkbox"/> Presentation on DRC services (Please complete Section D)
<input type="checkbox"/> Training on a specific topic or technology (Please complete Section D)

Section C: Information/Resources/Consultation

Please list your question(s):

Section D: Training

Please check the topic(s) that you would like addressed in your training:

Workplace Education

- Overview of Disability Resource Center services
- Rights and responsibilities in employing persons with disabilities
- Providing accessible services to persons with disabilities
- Recruiting and hiring persons with disabilities
- Other (please specify your interests and we'll do our best to meet your needs):

Assistive Technology

- Overview of Section 508 of the Rehabilitation Act
- Demonstration of assistive technology in the DRC Lab
- The use of an assistive technology or accommodation device
 - Please specify the technology:
- Using my office's software in conjunction with an assistive technology
 - Please specify the technology:
- Other (please specify your interests and we'll do our best to meet your needs):

Logistical Information

Your audience will primarily include (please check all that apply):

- Managers/Supervisors
- Recruiters
- Human resource professionals
- Employees –general audience
- Employees with disabilities
- Other (please specify):

Estimated number of participants:

Potential training date(s):

Length of training:

Location:

To Be Completed By The Disability Resource Center Staff **Training Information**

Materials/Handouts needed:

Videotapes needed:

A/V equipment needed:

Notes: