



# NTSB TRAINING CENTER

## COURSE APPLICATION

Save the \$50 processing fee for offline applications by submitting your application online at <http://www.ntsbt.gov/tc>.  
Paying by check? No problem! The online system now accepts checks, credit cards, and debit cards.

Course Title: _____	Tuition: _____
Course ID Code: _____	Offline Processing Fee: \$50 _____
Course Dates: _____	Total Tuition and Fees: _____

**Applicant Information** Submit a separate application for each course and for each student.

Applicant's Name (Last, First, Middle) \_\_\_\_\_ Are you an NTSB employee? 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 select one method below. (NTSB cannot accept cash.)

AMEX VISA MC Discover Diners Club Account Number: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Is this a U.S. Federal government issued credit card? Yes No

Check Money Order (Make check payable to NTSB in U.S. dollars and submit with application by mail.)

IPAC (Intra-governmental Payment and Collection - U.S. federal employee use only. Please attach one of the following documents: inter-agency agreement, SF-182, or DD-1556). You must complete the following:

Agency Contact & Phone: \_\_\_\_\_ Agency Location Code (ALC): \_\_\_\_\_

Participants unable to provide payment via the methods described above should contact the Registrar for further assistance ([registrar@ntsbt.gov](mailto:registrar@ntsbt.gov) or 571-223-3911).

**Contact Information.** Send completed application and payment by one of the following methods:

Fax: 571-223-3904

Mail: Registrar, NTSB Training Center  
45065 Riverside Parkway  
Ashburn, VA 20147

**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.

Keys (For NTSB Academy Use Only) \_\_\_\_\_