



# TEXAS A&M FOREST SERVICE

200 Technology Way, Suite 1162, College Station, TX 77845-3424

PLEASE RETURN AS AN E-MAIL ATTACHMENT TO RAY McDONALD

rmcdonald@tfs.tamu.edu

## Training Approval Worksheet

Training guidelines require this form be completed and submitted to the training section for approval at least thirty (30) days prior to the commencement of training for administrative processing and any materials order and delivery.

**If TAWS is submitted less than 30 days before course commencement, the course may be required to be rescheduled.**

### Course Information

Course ID / Title

Single Customer

Instructor-Led or  Blended

Open Enrollment

Classroom Location

Practical Performance Training Location

If same as Classroom, leave blank.

### Course Schedule

**PLEASE ATTACH A COURSE SCHEDULE OR LIST IN COMMENTS**

#### Instructor-Led Course

**IF COURSE IS NOT THE SAME TIME EACH DAY**

Registration Open Date	Registration Close Date	Course Start Date	Course End Date	Start Time	End Time	Total Hrs

#### Blended Course

Registration Open / Online Component Open Date  
(must be within 6 months of Instructor-Led Component)

Registration Close / Date by which Prerequisites and  
Online Component must be completed

#### Blended Course - Instructor-Led Component

Start Date	End Date	Start Time	End Time	Instructor-Led Hours

*TCFP PIN for S-130/S-190 only*

#### Lead Instructor

Name Agency/Dept (holding Quals) Relevant NWCG Qualification

TCFP PIN:

Office # Cell # E-mail

#### Unit Instructor

Name Agency/Dept (holding Quals) Relevant NWCG Qualification

TCFP PIN:

#### Unit Instructor

Name Agency/Dept (holding Quals) Relevant NWCG Qualification

TCFP PIN:

#### Unit Instructor

Name Agency/Dept (holding Quals) Relevant NWCG Qualification

TCFP PIN:



## TRAINING APPROVAL WORKSHEET

Class Information				
	# Students	Materials Needed	Will Customer/Students be charged?	If yes, how much?
For open enrollment list max/min	Max / Min	[ ] Yes [ ] No	[ ] Yes [ ] No	
Additional Information	If materials are needed, list materials:			

Materials Shipping Address	City	State	Zip

Customer Information	Agency/Department		

Customer Point of Contact	Title		Name	
	Office #	Cell #	Email	
	Address		City	State Zip

Customer Signatory	Title		Name	
<i>(if different than POC)</i>	Office #	Cell #	Email	
	Address		City	State Zip

### Lead Instructor Authorization

I, \_\_\_\_\_ am \_\_\_\_\_ for  
Lead Instructor's Supervisor/Training Officer Rank/Assignment

\_\_\_\_\_, and hereby recognize \_\_\_\_\_  
Agency/Department Lead Instructor

as an individual qualified (as identified on page 1) through my agency/department and authorize him/her to deliver the class(s) identified in this training approval worksheet.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 X \_\_\_\_\_

**COURSES COORDINATED THROUGH TEXAS A&M FOREST SERVICE ARE NOT TO BE SOLD FOR PROFIT.  
 Doing so may result in the loss of Tuition Assistance Grants Program participation  
 for up to two years and/or approval to deliver courses coordinated through Texas A&M Forest Service.**