



REQUEST FOR CMAR TRAINING FOR A LAMA SPONSORED COURSE
Must be submitted 12 weeks in advance of the proposed training course

Name of Person making this request					
Company/institutional Name					
Address					
Address					
City			State		Zip
E-mail				Direct Phone	
Organization Requesting Training					
Date of Course	Requested Registration Fee	<input type="checkbox"/> CMI Foundations of Management	<input type="checkbox"/> CMII Planning and Organizing	<input type="checkbox"/> CMIII Leading and Controlling	<input type="checkbox"/> AR Tools for the Animal Facility Manager
Other:					
Course Location (Name of Facility)					
Name of Contact at the Facility					
Address					
Address					
City			State		Zip
E-mail (Facility Contact)				Direct Phone (Facility Contact)	
Estimated number of attendees					

List time the course will run each day (Example; 4/15, 7:30 AM Breakfast and 8:00 AM Course, 4/15 10:00 AM Break)		
List food requirements for each day (Example; Breakfast, Lunch, Dinner & Breaks)		
Has a meeting room been secured? <input type="checkbox"/> YES <input type="checkbox"/> NO		
How would you like the room set? (Example; Classroom, U-Shape, Theatre, etc.)		
Any AV requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify:		
Any books/materials that need to be purchased?		
Will either the CM or AR Exam be offered? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CM <input type="checkbox"/> AR	What is the date and scheduled time of the exam?	Will you need the instructor to proctor? <input type="checkbox"/> YES <input type="checkbox"/> NO
List the date, location and time of the exam		
Course offered in conjunction with another event? If so, list the name of the event	Date(s) of their event	
Contact name for their event		
Contact E-mail	Contact Direct Phone	
FOR LAMA USE ONLY		
Name of Instructor Assigned to Training		
Company/Institutional Name		
Address		
Address		
City	State	Zip
E-Mail	Direct Phone	
Fee		

FAX REQUEST TO: 763.235.6461