

# Request/Registration for Off-site Forklift Training

Office of Workforce Development  
[www.leeward.hawaii.edu/workforce](http://www.leeward.hawaii.edu/workforce)

Complete this request form and fax (808-453-6730) or email the form to our office. Please allow at least **3 weeks** to schedule training.

COMPANY INFORMATION			
Company Name		Company Phone	
Street Address	City	State	Zip Code

CONTACT INFORMATION		POINT OF CONTACT FOR TRAINING	
Name	Phone (Work)	Phone (Mobile)	Email

MANDATORY SITE REQUIREMENTS	OPTIONAL SITE REQUIREMENTS	IF NOT AVAILABLE, WE WILL PROVIDE
1. Range at least 20' x 20'-30'	1. 9 traffic safety cones	<input type="checkbox"/> yes <input type="checkbox"/> no
2. Forklift to be used	2. Overhead projector	<input type="checkbox"/> yes <input type="checkbox"/> no
3. Pallets on site (20 minimum)	3. TV-VCR or TV-DVD	<input type="checkbox"/> yes <input type="checkbox"/> no
4. Conference/classroom or space for student		

PROPOSED DATES	NORMAL CLASS TIME IS 8AM-3PM
1st Choice	2nd Choice

COMMENTS

BILLING INFORMATION	SELECT A PAYMENT METHOD (YOU WILL BE CHARGED AFTER CONFIRMATION OF TRAINING DATE)
Billing Contact Name	Phone (Work)      Email
Street Address	City      State      Zip Code
<input type="checkbox"/> Purchase Order (Please fax P.O. to 808-453-6730): No. _____ Company/Agency: _____ I hereby authorize the Office of Continuing Education & Workforce Development of Leeward Community College to invoice for the cost of such course(s) for the above participant. Purchase order acceptance is subject to the approval of the Director of OCEWD. Signature _____ Date _____	
<input type="checkbox"/> Check or Money Order No. _____ <i>Make checks payable to: Leeward Community College</i> <input type="checkbox"/> Cash Amount: \$ _____	
<input type="checkbox"/> Credit/Debit Card (Visa/Mastercard/Discover only) - Note: You may call the office to forward your number. Card Number _____ Exp. Date _____ CCV# _____ Name as printed on card _____	

**Office of Workforce Development**  
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 Email: [workdev@hawaii.edu](mailto:workdev@hawaii.edu) | [www.leeward.hawaii.edu/workforce](http://www.leeward.hawaii.edu/workforce)



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**LEEWARD**  
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 Ke Kulanui Kaiāulu o 'Ewa

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**OFFICE OF**  
**WORKFORCE**  
**DEVELOPMENT**