

AALPS STUDENT TRAINING REQUEST FORM

Enter the information below. Print and send via facsimile to (703) 752-0737, **ATTENTION: TIS ILS-AALPS Registrar**. You will receive a response to your request for training within two business days. This notification will outline the next steps in your personalized registration process.

NOTE: * means required field.

* First Name:	_____
Middle Initial:	_____
* Last Name:	_____
* Commercial Phone #:	_____
DSN # (if applicable):	_____
* Email Address:	_____
AALPS Training Class Number & Date Requested	
The AALPS class schedule can be found at https://www.tis.army.mil/training_army.htm .	
* Choice #1:	Class # : _____ Date: _____
* Choice #2:	Class # : _____ Date: _____
* Current Military?	<input type="checkbox"/> YES <input type="checkbox"/> NO
* Service:	_____
* Unit:	_____
* If Army, do you need ATRRS record of this class?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comments:	_____ _____ _____ _____

Thank you for your interest in AALPS training. For your convenience, helpful information and training logistics follow. Please feel free to contact the AALPS Registrar by phone at (703) 752-0888 or by email at TISILS@eis.army.mil if you have any questions. We look forward to seeing you in class!

RESIDENT COURSE TRAINING TUITION FEE:

In accordance with the current schedule, the FY05 resident training tuition fee is \$384.00 per student. Each individual Service is responsible for the student's tuition, per diem, and travel expenses.

CANCELLATION POLICY:

Students may request cancellation of a seat in the resident course at a minimum of two weeks prior to the start of the class without loss tuition. Registered students who do not attend the course or do not complete the course will not be refunded the per seat tuition cost. (For more information please see the AALPS Training Policy and Procedures at https://www.tis.army.mil/training_army.htm)

DIRECTED CANCELLATIONS:

JPMO may cancel a resident class by directly providing enrolled student's notification not later than one week prior to the training start date. Resident classes will be cancelled if confirmed student registration is less than 10 registered students two weeks prior to the start of class. (For more information please see the AALPS Training Policy and Procedures at https://www.tis.army.mil/training_army.htm)

CLASS LOCATION:

825 Diligence Drive, Suite 200 Newport News, VA 23606

CLASS HOURS:

Monday through Friday, 0800-1600

CLASS ATTIRE:

Active duty military personnel will wear the uniform prescribed by their unit to be worn on training occasions. Civilians will wear appropriate business casual attire.

DIRECTIONS:

From Interstate 64 east or west: Merge onto US-17 S/J CLYDE MORRIS BLVD via EXIT 258A. Turn right onto DILIGENCE DRIVE at the first traffic light. Turn right onto OMNI WAY. Take the first left into the parking lot at 825 DILIGENCE DRIVE. You can use MAPQUEST for further clarification of directions.

NEARBY HOTELS:

Before making ANY travel arrangements, please wait for a confirmation of your registration from our staff.

Omni Newport News Hotel	Courtyard Newport News Yorktown	Holiday Inn Hotel & Suites
1000 Omni Boulevard Newport News, VA 23606 Phone: (757) 873-6664 Fax: (757) 873-1732	105 Cybernetics Way Yorktown, VA 23693 Phone: (757) 874-9000 Fax: (757) 874-6200	943 J. Clyde Morris Boulevard Newport News, VA 23601 Phone: (757) 596-6417
Hilton Garden Inn-Newport News	Hampton Inn Newport News-Victory Boulevard	Comfort Inn
180 Regal Way Newport News, VA 23602 Phone: (757) 947-1080 Fax: (757) 947-1081	151 Ottis Street Newport News, VA 23602 Phone: (757) 989-8977 Fax: (757) 989-5882	12330 Jefferson Avenue Newport News, VA 23602 Phone: (757) 249-0200 Fax: (757) 249-4736

Hotel Disclaimer: Students should ensure that the TDY arrangements they make fall within the guidelines of their Service, office or department. Hotel information is provided only as a courtesy to prospective students and does not constitute an endorsement or recommendation. We make no claims, promises or guarantees about the quality of service or adequacy of the listed accommodations.

NEARBY GOVERNMENT FACILITIES:

- Fort Eustis (approximately 11 miles)
- Langley Air Force Base (approximately 10 miles)
- Fort Monroe (approximately 11.5 miles)
- Naval Station Norfolk (approximately 22 miles)