

## Local DC Travel Information

**Fill out the Student Registration** (use the link that was provided in logistical email)

**If you have a reasonable accommodation request** fill out a “Reasonable Accommodation” form. Form is due to NPS Fundamentals Staff 1 month prior to class, so we can make the necessary arrangements. Please let us know if you are not able to walk and we can help arrange for alternative options.

Come directly to the classroom slightly before 8:20a, to sign in each day.

We strongly encourage you take public transportation. You can plan your trip to class by using [www.wmata.com](http://www.wmata.com). If you need help taking the metro please visit [http://100.gscnc.org/rtm\\_about.html](http://100.gscnc.org/rtm_about.html)

If you are driving, to the class please note the following.

Parking is difficult to get in DC. If you choose to drive to class, we are only suggesting you use a parking garage or lot. This way you are not going out to feed the meter or need to move your car during class time.

### **Meeting up with non-local participants**

NPS Fundamentals participants who are non-local will be staying at hotels located in DC. You are encouraged to join your classmates after hours for activities. We will provide a roster during class so that you can make arrangements about where to meet, etc.

For people that are local that will occur: a cost to attend this training more than your normal daily commute (for example: more money needed for transit subsidy, parking that normally isn't allotted for, etc.) you will need to fill out a Local Travel form.

Please get prior approval and return completed form after training to the Logistics Coordinator.

**\*\*Only preapproved requests will be processed. \*\***

For people having to leave extra early to avoid traffic which will cause your daily travel to fall outside the Director's Policy please contact the Logistic Coordinator. You may be asked to process your travel as a Non-Local Participant.