

Training Center Classroom/Lab Request

Each training assistant at each location is responsible for booking rooms needed and transferring to the appropriate calendar. The point of contact at each training center will coordinate expectations and how to access and leave the building to the customer.

- Email localsupport@dss.virginia.gov
 - Training center you are requesting (CRTO, NRTO, PRTO or WRTO)
 - Name and contact information of the person utilizing the room
 - Phone Number (Preferably a Cell)
 - Which room (Lab or Classroom)
 - Dates
 - Times
 - Special Requirements

Once your request is submitted to local support the appropriate training assistant will reach out to verify whether the room is available for the specific dates requested.