



Request Representative Appearance for Accreditation Award Presentation

Instructions

A

1. **PLEASE NOTE:** Requests for a presenter must be received by the KLEAP Manager a minimum of **four weeks** prior to your meeting/event date. All requests are subject to availability.
2. Email completed form to the KLEAP Manager at KLEAP@kletec.org.
3. KLEAP Representative's include, but are not limited to:
 - Director of Police Training, State of Kansas;
 - KLETC Deputy Executive Director;
 - Kansas Accreditation Council Member; or
 - KLEAP Lead Assessor

Information

B

Agency Name ●:

Chief Executive Officer ●:

Email ●:

Phone Number ●:

Event/Meeting Title ●:

Event/Meeting Location [CITY] ●:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



Event/Meeting Address [STREET] ●:

Building Name:

Room Name or Number:

Event Date ●:

Event Time ●:

Number of Attendees Expected:

Length of Presentation (e.g. 10-15 minutes) ●:

Will there be Q&A:

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KLEAP USE ONLY

Date Received:	
Date Approved:	
Date Denied:	
Date Agency Notified:	
Presenter Assigned:	
Comments:	

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