Tri-Cities Regional Occupational Program

Conference/Workshop Attendance Request

Submit this completed form with attached conference/workshop information and a completed registration form (if applicable) to your Supervisor at least **four (4) weeks** in advance. Overnight conferences require Board approval and **must** be submitted at least **eight (8) weeks** in advance. **If any portion of this form is incomplete it will be returned to you further delaying the registration process.**

Name: Bill Buttinelli **Today's Date:** 9-8-26

Related Class: Automotive Academy **Overnight?** ☒YES ☐NO

Site: California High School (If **"Yes"** complete page 2)

Name of Conference or Workshop: NC3 Train the Trainer: ShopKey Pro and Scanner Diagnostic Level 1&2 (Triton D8, Triton D10, Zeus, and Zeus+)

Location & Address: NC3 Pima - Community College 1255 N. Stone Ave, Tucson, AZ 85709

Time: 8:00am-5:00pm (times vary) **Date(s):** January 11, 12, 13 & 14th, 2027

Purpose of Conference/Workshop:
There are no equivalent in-state options for this training. NC3 provides it soley through their national training events. Attendance is essential for maintaining the quality and Competitiveness of our automotive program. The NC3 Train-the-Trainer is the exclusive provider of certification training required to issue industry-recognized automotive credentials to students.

Expenses? ☒YES ☐NO
If **"Yes"** complete the following:

Registration: $895.00

Transportation/Mileage: $644.48

Starting on 1/1/26, Mileage Reimbursement is at a rate of $0.725 per mile

Meals: $280.00

Hotel: $900.00

Parking: $80.00

Total Expenses: $ 2,799.48

Substitute Needed: ☒YES ☐NO List Dates & Periods if sub needed below:

Monday: Date: Non Student Day	Periods:	Thursday: Date: 1-14-27	Periods: 2,4, & 6
Tuesday: Date: 1-12-27	Periods: 2, 4, & 6	Friday: Date:	Periods:
Wednesday: Date: 1-13-27	Periods: 1,3, & 5	Saturday: Date:	Periods:

After receiving written approval, you will be registered for the conference/workshop. You will be reimbursed for approved expenditures upon your submission of the *Request for Reimbursement of Conference/Workshop Expenses* form and typed *Conference Summary Report* form, and **signed itemized original receipts** (See Travel Expense Reimbursement Guide attached). Going to Board on Nov 12, 2026

Complete Page two (2) for Hotel and/or Airline Information (if applicable)

Office Use Only:

Approved: ☐ YES ☐ NO Administrator Signature/Date [signature] 10-6-2026

Superintendent Approval/Date [signature] 10-6-26

Board Approved ☐ YES ☐ NO **Date Approved:**

P.O. # **Vendor Name:** BUD 27-128, 129 **Vendor#**

TYPE:	FUND	RESOURCE	GOAL	FUNCTION	OBJECT	LOCATION
GEN ☐ Perkins ER ☐ SWP: 1☐ 2☐ 3☐	01.0	06350.0	67020 ✓ 67025 ✓	10000	5220	0000102

Notification: Superintendent: PM: HR: Instructor: lg

General Funding

Rev. 01/05/26

Hotel Information

Hotel Name: Home2 Suites by Hilton Tucson Downtown

Address: 141 South Stone Ave City/State/Zip: Tucson

Phone No: (520)274-7400 Fax: _____

Date checking in: 1-10-2-27 Sunday Date checking out: 1-13-27 Wed

Confirmation No: _____

Notes: Will send confirmation number once reservation is held so ROP can switch to district credit card.

****Most hotels require a personal credit card on file for incidentals and will hold up to $75 on the card during your stay.***

Airline Information

Please schedule an appointment with:

Purchasing Specialist for Airline Reservations (562) 698-9571 x 204

Office Use Only:

Airline: _____

Date/Time Departing: _____

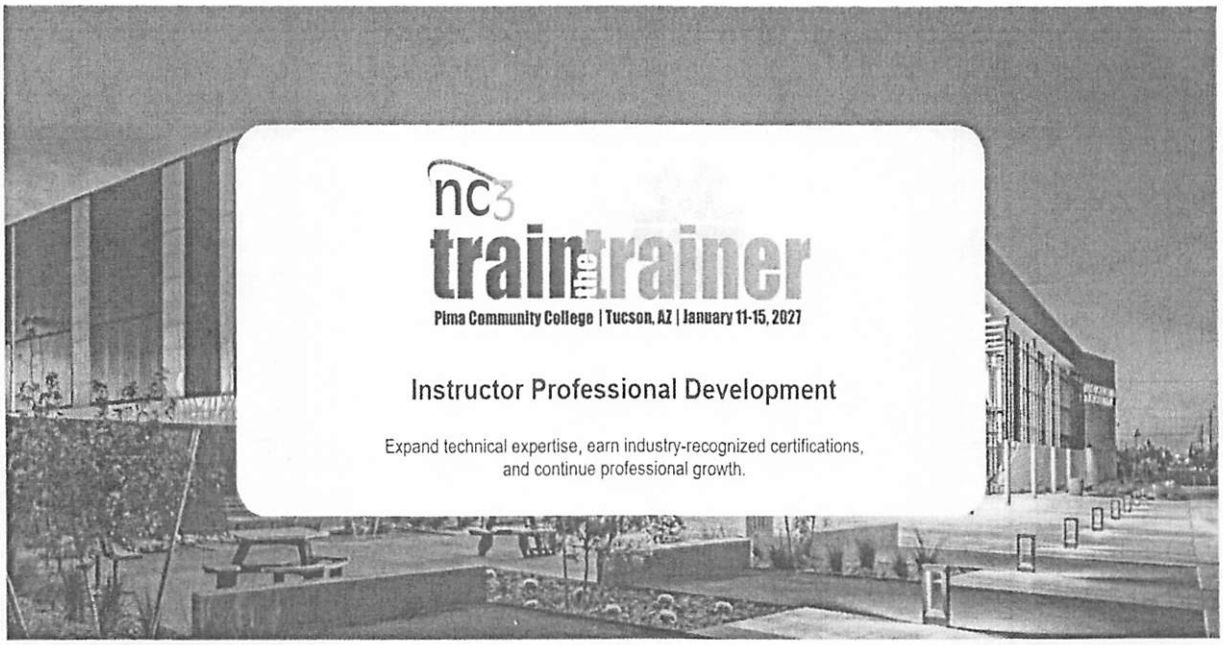
Date/Time Returning: _____

Confirmation No: _____

Notes:

_____

_____



Course Overview & Pricing

Many courses are designed to complement one another, allowing participants to earn multiple certifications during the event. When selecting classes, be sure to avoid overlapping schedules and pay close attention to course locations and any listed prerequisites.

Downtown Campus | 1255 N Stone Ave, Tucson, AZ 85709

Course	Course Length	Member Price	Non-Member Price	Prerequisites & Additional Info
Snap-on Scanner Diagnostics: ShopKey, Zeus, Zeus+, Triton D8 & D10	Monday - Wednesday	$795	$895	View Details

Downtown Campus | 1255 N Stone Ave, Tucson, AZ 85709

Course	Monday January 11, 2027	Tuesday January 12, 2027	Wednesday January 13, 2027	Thursday January 14, 2027	Friday January 15, 2027
Scanner Diagnostics					

NATIONAL COALITION OF CERTIFICATION CENTERS

LEARNING THAT WORKS. SM

ShopKey Pro and Scanner Diagnostic Level 1 and 2 (Triton D8, Triton D10, Zeus, and Zeus+): M - W (Member: $795, Non- Member: $895)

In partnership with Snap-on, NC3 is conducting an Scanner Diagnostic Level 1 and 2 professional development training at our upcoming Train-the-Trainer professional development event.

This three-day training will allow you to become certified in these Snap-on Scanner Platforms: Triton D8, Triton D10, Zeus or Zeus+.

We ask that the attendees bring their scanner to the training because we are covering multiple platforms.

After successfully completing the required Train-the-Trainer, NC3 will allow the instructor access to the curriculum and test site for the Scanner Certification Kit at your school (Triton D8, Triton D10, Zeus or Zeus+).

This three-day professional development training will also include the ShopKey Pro (level 1 and 2) certification, which is a prerequisite for all Snap-on automotive scanner certifications.

If you have any questions, please don't hesitate to contact NC3's Snap-on Program Manager, Cody Eckert (949.272.6766, cody.eckert@nc3.net).