

HIV/AIDS Prevention and Intervention Section Update Proof of Attendance Form for Non-HAPIS Events

Revised 02/2011

This document is to be completed by event host/staff and submitted by the person earning the credit.

To Whom It May Concern:

This document is being presented to you for completion by a HIV test counselor certified by the Michigan Department of Community Health, Division of Health, Wellness and Disease Control, HIV/AIDS Prevention and Intervention Section. As part of the requirement to maintain certification, counselors must receive six (6) hours of HIV-specific or HIV-related update activity every two (2) years.

This form serves as verification that update activity took place and will be used towards maintaining the counselor certification status of the person presenting it to you. An agenda must accompany this form. Full participation is required to receive credit for hours listed on the agenda, excluding lunch and breaks. Please take a moment to provide the information below and return it to them.

Please direct any questions about this process to Christina Bolden at (313) 456-2181 or boldenc@michigan.gov.

Your assistance is greatly appreciated.

Date: _____

This certifies that _____ has attended
the _____ training/workshop/seminar
on _____ (date).

Topic: _____

Contact Hours: _____

Sponsoring Agency: _____

Event Coordinator Contact Phone #: _____

Event Coordinator/Staff Print Name

Event Coordinator/Staff Signature

Date

* The "HIV Update Documentation" form may be found on the MDCH web site at:
http://michigan.gov/mdch/0,1607,7-132-2940_2955_2982_45997-182297

Note to HIV Test Counselors:

In addition to this form, complete documentation must also include:

- the “*HIV Update Documentation*” form*;
- registration confirmation, which includes participant name and date of event (payment receipts not acceptable);
- a conference booklet or an agenda of the event;
- an explanation of event’s relevance to job duties; and
- a copy of any certificates obtained as a result of the update activity.

Please note that lunch and breaks will not be counted toward total update hours.

Update activity must be completed by the last day of the month in which certification is due to expire. All documentation must be faxed or mailed no later than 30 days after certification expires to: Christina Bolden, MDCH/HAPIS, Cadillac Place, 3056 W. Grand Blvd. Suite 3-150, Detroit, MI 48202, (313) 456-2181.

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