

# Office of Recipient Rights Training Registration Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Date You Started in your Rights Position: \_\_\_\_\_ **\*Start Date is mandatory\***  
M/D/YYYY

Are you the Primary Rights Person?  YES  NO

Name of the Person You Replaced: \_\_\_\_\_

Are you the Alternate Rights Person?  YES  NO

Name of the Person You Replaced: \_\_\_\_\_

Agency Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Email Address: \_\_\_\_\_ Agency Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of the Person You Report to in your Rights Position: \_\_\_\_\_

His/Her Title: \_\_\_\_\_

His/Her Email Address: \_\_\_\_\_

**Click box to select each session you wish to register for:**

Course Selection	JAN	APRIL	JULY	OCT
Basic Skills Training, Part I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FEB	MAY	AUG	NOV
Basic Skills Training, Part II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JAN	MAY	JULY	OCT
Building Blocks of Report Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DEC	MARCH	JUNE	DEC
Developing Effective Training (DET)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:**

- Dress for all sessions is casual.
- Morning and afternoon refreshments are provided; lunch is on your own.
- There is no cost to attend these sessions, however, call within 72 hours if you are unable to attend.

**Your session confirmation will be e-mailed once your registration has been received by our office.**

**TO REGISTER:**

**Print this form and fax it to: (248) 348-9963 or E-mail this form to: [ryanv1@michigan.gov](mailto:ryanv1@michigan.gov)**

To hear information on the status of a program, including last minute changes and cancellations due to weather, or for dates of the future trainings, visit our website [www.michigan.gov/recipientrights](http://www.michigan.gov/recipientrights) or call 888-505-7007. For training-related questions, contact the Office of Recipient Rights, Education, Training and Compliance Unit at 248-735-7091.

**Overnight Accommodations:** Whenever possible, we try to make arrangements with the hotel for accommodations to be available at the current state government rate of \$85.00/night + taxes, beginning the night before and the nights of the training. You are responsible for making your own reservation. Please call the hotel for details. Make sure you indicate you are attending training and you are part of the MDHHS Recipient Rights group.