

MDCH Office of Recipient Rights 2009 Training Registration Form

Name: _____ Title: _____

Agency: _____

Address: _____ City: _____ Zip: _____

Email Address: _____ Phone: _____ Fax: _____

Name of the Person Your Rights Position Reports to: _____

His/Her Title: _____

His/Her Email Address: _____

Place an X in the box corresponding to each session you wish to register for:

Courses	JAN	MAR	MAY	JULY	OCT
Basic Skills Training, Part I *					
	JAN	APR	JUNE	AUG	NOV
Basic Skills Training, Part II *					
	MAR	JUNE	SEPT		
Building Blocks of Report Writing					

*Within the first three months of employment, the Rights Officer/Advisor and any alternate(s) shall attend and successfully complete the Basic Skills Training Program. Basic Skills Training is **approved by the Michigan Social Work Continuing Education Collaborative** for 39 CE Clock Hours. If you are requesting Social Work CEU's, please provide your State of Michigan Social Work License Number _____.

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, but no-shows and cancellations with less than 48 hours notice will be billed \$15/day in administrative costs.
- You will receive a faxed confirmation, with directions to the location, approximately two weeks prior to the training.

TO REGISTER:

Print this form and fax it to: (248) 348-9963 or

E-mail your registration to: MDCH-ORR-Training@michigan.gov

In your e-mail, please include all the information above and indicate which classes you are registering for.

To hear information on the status of a workshop, including last minute changes and cancellations due to weather, or for dates of future trainings, call 888-505-7007. For training-related questions, contact the Office of Recipient Rights, Training Division at 248-735-7091.

Overnight Accommodations: Whenever possible, we have made arrangements with the hotel for accommodations to be available at the current state government rate of \$65.00/night + taxes, the night before and the nights of the training. You are responsible for making your own reservations. Please call the hotel for details. Make sure you indicate you are attending Basic Skills training.