

PRE-REGISTRATION, VIA THE ADJACENT REGISTRATION FORM, IS REQUIRED FOR ALL WORKSHOPS. A SEPARATE REGISTRATION FORM IS REQUIRED FOR EACH REGISTRANT (FORM MAY BE DUPLICATED). EARLY REGISTRATION IS ENCOURAGED AS ENROLLMENT IN EACH WORKSHOP IS LIMITED. TUITION MUST ACCOMPANY THE REGISTRATION FORM TO RESERVE A PLACE IN A WORKSHOP AND CAN BE PAID BY CHECK OR CREDIT CARD (VISA, MASTERCARD, OR DISCOVER). TUITION COVERS THE WORKSHOP, ALL MATERIALS, CERTIFICATES OF ATTENDANCE, CEUS, LUNCH (EXCEPT FOR SEMINAR AND HALF-DAY WORKSHOPS) AND REFRESHMENTS.

## Registration Information and Tuition

### ELIGIBILITY

All programs are open to any person who registers and pays workshop tuition, unless specific limitations are stated in the workshop description.

### REFUNDS AND CANCELLATION POLICY

The following refund and cancellation policy will apply to the Spring 2008 Continuing Education workshops:

- **Cancellations must be made at least two weeks before the workshop date to be eligible for a full refund.** (If cancellation is made after the two-week deadline, a \$35.00 administrative fee will be deducted; refunds and credits cannot be processed after the workshop date.)
- Registrants who cancel a registration may apply 100% of the registration tuition to another workshop by Spring 2009.
- Registrants who do not wish to apply their tuition to another workshop will be granted a refund minus a \$35.00 administrative fee.
- The Office of Professional Continuing Education (CPE) may cancel workshops that are undersubscribed and registrants will be notified.
- Registrants of workshops cancelled by CPE may apply the tuition to another workshop by Spring 2009 or request a full refund.
- Processing of refunds may take up to 4 weeks. A Registrant's social security number is required for all refunds.
- Registrants who do not advise CPE in advance of their absence from a workshop for which they are registered will forfeit 100% of their tuition.

For more information,  
please call the Office of  
Continuing Professional  
Education DIRECT LINE  
at 410-706-5040.

## DISCOUNTS

**Seniors.** If **65 or older**, a 25 percent discount may be deducted per workshop. Verification of age must be submitted via copy of driver's license or other valid form of ID (six hours = \$94; four hours = \$64; three hours = \$49; seminar = \$100).

**Students.** If a **current student**, a 50 percent discount may be deducted per workshop. Verification of student status must be submitted via a copy of a student ID.

**Faculty:** University of Maryland faculty members and field instructors currently supervising a UMB-SSW graduate social work student are allowed a 35 percent discount.

**There is no discount allowed for ethics workshops and certificate programs.**

## PARKING

The UMB Saratoga Street Garage, in Baltimore, is available for parking at \$4 per day. A "parking voucher" must be purchased in advance via this registration form. Directions to this garage will be mailed with your confirmation letter and voucher(s). No credits / refunds are provided on this purchase. This garage is located five blocks from the school. **This garage is not open on Saturday.** If you need more information please call please call 410-706-5040, the Office of Continuing Professional Education direct line for parking inquiries.

If accommodation is needed for a disability, please make a request two weeks in advance of program date.

**NOTE: The Plaza Garage, located directly across from the School's entrance costs \$25 per day.**

## LIFETIME LEARNING TAX CREDIT

An educational tax credit for tuition and fees paid for undergraduate, graduate, and continuing education courses, is available for qualified individuals. Please refer to IRS Publication 970, "Tax Benefits for Education" available on the web at [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html) for more information.

## LICENSE RENEWAL

For information on license renewal requirements please call or visit:

### **Delaware Board of Clinical Social Work Examiners**

<http://www.professionallicensing.state.de.us/boards/socialworkers/>  
(302) 744-4534

### **District of Columbia – Department of Health- Board of Social Work**

<http://hpla.doh.dc.gov/hpla/>  
(877) 672-2174

### **Maryland Board of Social Work Examiners**

[www.dhmf.state.md.us/bswe](http://www.dhmf.state.md.us/bswe)  
410-764-4788 or 877-526-2541

### **Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors**

[www.dos.state.pa.us/bpoa/socwkbd/mainpage.htm](http://www.dos.state.pa.us/bpoa/socwkbd/mainpage.htm)  
(717) 783-1389

### **Virginia Board of Social Work**

[www.dhp.state.va.us/social/](http://www.dhp.state.va.us/social/)  
(804) 662-9914

**For more information,  
please call the Office  
of Continuing  
Professional Education  
Workshop Inquiries at  
410-706-5040.**

## CONTINUING EDUCATION UNITS (CEUs)

After completion of a workshop, CPE will issue certificates of attendance \*with the number of continuing education credits. The Office of Continuing Professional Education at the University of Maryland School of Social Work is authorized by the Board of Social Work Examiners to sponsor social work continuing education programs in Maryland (all workshops must meet the requirements for category I) and by the Maryland Board of Examiners of Psychologists and the Maryland Board of Professional Counselors and Therapists. The Office of Continuing Professional Education maintains full responsibility for its programs.

*\*PLEASE NOTE: A fee of \$25 will be charged when duplicate certificates of attendance are requested.*

### OFFICE OF CONTINUING PROFESSIONAL EDUCATION

Richard P. Barth, PhD., MSW  
*Dean, School of Social Work*

Bronwyn Mayden, MSW  
*Director*

Regina S. Alston, MSW  
*Program Manager*

Yvette McCleod  
*Administrative Assistant II*

Paula R. Peterson, MBA  
*Academic Coordinator*

#### Telephone

410-706-1839

410-706-5004

410-706-5040 Workshop Inquiries

#### Fax

410-706-8325

#### Web

[www.ssw.umaryland.edu/cpe](http://www.ssw.umaryland.edu/cpe)

### OFFICE OF CONTINUING PROFESSIONAL EDUCATION

University of Maryland  
School of Social Work  
525 West Redwood Street  
Baltimore, Maryland 21201-1777

# REGISTRATION FORM

## **Instructions**

Please carefully and completely fill out the registration form and mail form and payment to:

OFFICE OF CONTINUING PROFESSIONAL EDUCATION  
University of Maryland  
School of Social Work  
525 West Redwood Street  
Baltimore, Maryland 21201-1777  
Telephone: 410-706-1839 or 410-706-5004  
Fax: 410-706-8325

# Continuing Professional Education Spring 2008 Registration Form

## REGISTRATION INFORMATION

Please check here if your address has changed since your last registration

FULL NAME \_\_\_\_\_

SOCIAL SECURITY # (OPTIONAL) \_\_\_\_\_

HOME ADDRESS (STREET) \_\_\_\_\_

HOME ADDRESS (CITY, STATE, ZIP) \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

FAX \_\_\_\_\_ DEGREE \_\_\_\_\_ YEAR \_\_\_\_\_

ALUMNUS/A OF UMSSW?  YES  NO

AGENCY \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TRAUMA TREATMENT CERTIFICATE PROGRAM APPLICANT?  YES  NO

**WORKSHOP NUMBER(S):** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

## PAYMENT INFORMATION

WORKSHOP TUITION \_\_\_\_\_ \$

BALTIMORE PARKING SARATOGA GARAGE (\$4 PER DAY—NOT AVAILABE ON SATURDAY) \_\_\_\_\_ \$

DISCOUNTED TUITION (PLEASE CIRCLE) (SENIOR/STUDENT) \_\_\_\_\_ \$

**TOTAL** \_\_\_\_\_ \$

AGENCY WILL SEND PAYMENT (ATTACH AGENCY DOCUMENTATION): \_\_\_\_\_

### SELECT A PAYMENT METHOD

A CHECK (PAYABLE TO UMSSW-CPE) IS ENCLOSED IN THE AMOUNT OF: \_\_\_\_\_

A PURCHASE OREDER IS ATTACHED IN THE AMOUNT OF: \_\_\_\_\_

CHARGE MY:  MASTER CARD  VISA  DISCOVER

CARD NUMBER:

EXP. DATE:   /   VID# (BACK OF CARD):    AMOUNT AUTHORIZED: \$

SIGNATURE \_\_\_\_\_

**Please fax your registration to 410-706-8325 or mail to: UMSSW CPE 525 West Redwood Street, Baltimore, MD 21201**

OFFICE USE ONLY	
AMOUNT PAID:	AMOUNT UNPAID
PAID BY:	
CHECK NUMBER/DATE:	
DEPOSIT/DATE:	CONFIRM/DATE:
ADJUSTMENTS:	

**The School of Social Work is under construction. CPE may be forced to utilize alternative locations on campus. Please review the contents of your confirmation packet for workshop LOCATION!**

**NOTE:** If an agency is sending payment, please indicate this on the registration form, pre-register using a copy of the registration form, and attach documentation. Ultimately, it is the responsibility of the registrant to ensure payment prior to the workshop date.

**REGISTRATION DEADLINE:** Two weeks prior to the workshop(s) in which you wish to enroll. After the deadline, a non-refundable \$20 late fee will be added to the cost of each workshop. Early registration is encouraged.

If special accommodation is needed for a disability, please make request two weeks in advance of program date.

Upon receipt of registration form and tuition payment, a confirmation letter will be sent along with directions and any specific instructions for the registered workshop(s). If you do not receive a confirmation letter within two weeks of registering, please call 410-706-5040, the Office of Continuing Professional Education direct line for registration inquiries.