



## OFFICE OF CONTINUING PROFESSIONAL EDUCATION WORKSHOP DHS REGISTRATION INSTRUCTIONS

Thank you for your interest in our workshops. You are using this form because you are currently employed by Adult or Children's Services and would like to use the training slots made available by the Department.

In order to ensure that your request is processed correctly, please adhere to the following instructions:

- Complete the form below.
- Select workshops from the Bloom Catalog that have the asterisks in front of the workshop title. [Workshops without asterisks are not approved]
- Make sure that your immediate supervisor signs the form.
- Ensure that the Training Liaison or Assistant Director signs the form before sending.
- **Children Services:** Fax the form to 410.706.2423 or scan to [CWATRaining@ssw.umaryland.edu](mailto:CWATRaining@ssw.umaryland.edu)
- **Adult Services:** Email form to: [ebarry-dutro@ssw.umaryland.edu](mailto:ebarry-dutro@ssw.umaryland.edu)

Once you are registered, you will receive a confirmation email.

If you do not receive a confirmation or materials, please contact our office at 410.706.1089 at [cpe@ssw.umaryland.edu](mailto:cpe@ssw.umaryland.edu).



**OFFICE OF CONTINUING PROFESSIONAL EDUCATION Workshop  
Registration Form for DHS Personnel**

	Please check here if you are utilizing a Children Services training slot
	Please check here if you are utilizing a Adult Services training slot

Full Name:	
Cell Number	
Personal Email:	
Department City/County:	
Work phone Number:	
Work Email:	

**Workshop # and Title**

1	
2	
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You are not registered until you receive a confirmation email.

**Required Signatures**

Supervisor Signature	
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Training Liaison/Assistant Director Signature	
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