



OFFICE OF CONTINUING PROFESSIONAL EDUCATION DHS WORKSHOP REGISTRATION INSTRUCTIONS

Thank you for your interest in our workshops. You are using this form because you are currently employed by Children's Services and would like to use a training slot made available by the Department. **Please note:** slots are limited and paid through a DHS/CWA contract. **If you paid for a course, you can be reimbursed up until 24 hours before the workshop; minus a \$35 administration fee.**

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. **[Only licensure prep is approved at this time]**
- Make sure that your immediate supervisor signs the form.
- Ensure that the Training Liaison or Assistant Director signs the form before sending.
- **Children Services:** Send email to Jeffrey Lynne- DHR-SSC- jeffrey.lynne@umaryland.gov
- **Adult Services:** There are **NO** slots available for Adult Service Workers.

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

If you do not receive confirmation or materials, please contact our office at 410.706.1089 or cpe@ssw.umaryland.edu.



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

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

Workshop # and Title (This form is only for licensure prep course)

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Please note: you are not registered until you receive a confirmation email.

Required Signatures

Supervisor's Signature	
Supervisor's Email	

Training Liaison/Assistant Director Signature	
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