



OFFICE OF CONTINUING PROFESSIONAL EDUCATION  
WORKSHOP REGISTRATION INSTRUCTIONS

Thank you for your interest in our workshops. You are using this form because you are currently employed by DHS 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 has 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 faxing the form.
- Fax the form to 410.706.2423.

Once you are registered you will receive an confirmation email. Please note that the workshop material will be emailed a week before the workshop. Please check your junk and spam folders for re-routed emails. If you do not receive your materials, please call our office at 410.706.1089.



UNIVERSITY of MARYLAND  
SCHOOL OF SOCIAL WORK

OFFICE OF CONTINUING PROFESSIONAL EDUCATION  
Workshop Registration Form for DHS Personnel

Please check here if you are utilizing a LDSS/SSA staff DHS training slot.  
Please check here if you are utilizing an Adult Services LDSS staff DHS training slot.

Full Name: \_\_\_\_\_

Home Address (Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Alumnus/A of UMSSW?

Yes          No

Degree and Year Earned: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Supervisor Signature:**

\_\_\_\_\_  
LDSS/SSA Administrator's Signature (Required with designation)

\_\_\_\_\_  
Adult Services LDSS Administrator's (Signature required)

**Training Liaison/Assistant Director Signature:** \_\_\_\_\_

Workshop # & Name

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**(PLEASE NOTE: WORKSHOP MATERIALS WILL BE EMAILED A WEEK BEFORE THE WORKSHOP. PLEASE CHECK YOUR JUNK AND SPAM FOLDERS FOR RE-ROUTED EMAILS.)**

IF YOU DO NOT RECEIVE MATERIALS PLEASE CALL OUR OFFICE AT 410.706.1089)

**Registration Deadline:**

Two weeks prior to the workshop(s) in which you wish to enroll.

Please fax your registration to 410-706-2423  
or mail to  
UMSSW CPE  
525 West Redwood Street, Baltimore, MD 21201

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