

# Texas Department of State Health Services Offender Education Administrator/Instructor Inservice

*Houston, Texas*  
*February 1-3, 2016*

Texas Department of State Health Services would like to invite all instructors for Texas DWI Education, Drug Offender Education, DWI Intervention, and Alcohol Education Program for Minors to the Offender Education Inservice on February 1-3, 2016 at:

**Houston Community College Northeast Campus  
Codwell Hall Building  
Amphitheater (Room 134)  
555 Community College Drive  
Houston, TX 77013  
(713) 718-8300 (for driving/parking directions ONLY)**

This inservice provides 20 courtesy CEUs for LPCs and LCDCs that may be used toward your licenses; 3 of these hours may be Ethics. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. Instructors with TCOLE licenses must have their continuing education hours for peace officers approved from their department prior to submitting to TCOLE.

This inservice will begin **promptly on Monday, February 1 at 8:30 am and will conclude by 3:30 pm on Wednesday, February 3** for ALL INSTRUCTORS in ALL PROGRAMS. **All instructors must attend all three days.** In order to obtain credit for this inservice and the certificate of completion, all participants are required to be on time and complete all applicable sessions *in their entirety*--**participants arriving late will not be credited with the inservice.** You are welcome to bring your own snacks and drinks, as none can be provided, but there is a cafeteria in the building. Parking is free and is in an open lot near the building; do not park in "reserved" spots though. Please provide your email address on the registration form, as we will only confirm or provide new information via email. We also encourage you to bring a jacket to the inservice, as temperatures in the room may be cool and not easily controlled, as well as business cards for networking with other instructors and pens for writing, as none will be provided.

Enrollment is limited and admittance will be based on a first-come-first-serve basis – when room capacity is reached, registration will be closed. If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations. The cost of the training is **\$100.00 for each type of inservice you are attending. All fees are non-refundable. A \$100 late fee may be applied to payments received after the deadline of Monday, January 18, 2016. DO NOT SUBMIT PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES—please follow the instructions below.**

**Please complete the Registration Form and submit it to DSHS no later than Monday, January 18, 2016. Nonrefundable payments are to be submitted to Texas A&M University-Commerce along with the attached invoice, no later than Monday, January 18, 2016.** If the registration form is not received by DSHS, you will not be registered or allowed into the inservice. Once your payment and registration form have been received by the appropriate agencies, you are considered registered. **Absolutely no registrations or payments will be accepted after 5pm on Friday January 22, 2016.** If you have questions concerning the inservice, please contact Offender Education at 800-832-9623, x2129.

**Attendance Policy:** Because of accrediting agency guidelines, **partial credit will not be given.** To receive a certificate of completion and credit for the inservice(s), *all sessions* must be attended in their *entirety*, and participants must be on time each day.

**Texas Department of State Health Services Administrator/Instructor Inservice  
February 1-3, 2016 ▲ Houston, Texas**

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**Inservice Site:** Houston Community College Northeast Campus  
Codwell Hall Building  
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555 Community College Drive  
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(713) 718-8300 (for driving/parking directions ONLY)

**Lodging:** Lodging arrangements will be the attendees' responsibility. A map of Texas government contract hotels is located at: [TX Government Contract Hotels](#)

**Parking:** Parking is free and in a surface lot near the building

**Food:** Breakfast and lunch will be on your own, as food, drinks or snacks cannot be provided per Division policy. A list of restaurants near the campus is located at: [Restaurants](#) There is a cafeteria in the building, but please feel free to bring your own drinks or snacks if you wish.

**Directions:** A Google map to the campus is located here: [Map](#)

**Daily Schedule: Inservice for ALL Instructors**

Monday February 1, 2016	8:30 am - 5:00 pm
Tuesday February 2, 2016	8:15 am - 5:00 pm
Wednesday February 3, 2016	8:15 am – 3:30 pm

**\*\*\*Please scroll down for Registration Form and Invoice\*\*\***

**DSHS Administrator/Instructor Inservice Registration Form**

Please complete ALL items and PRINT clearly –Return this form to DSHS by January 18, 2016

Name \_\_\_\_\_

Home Address \_\_\_\_\_

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

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Birthday (required) mm/dd/yyyy: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Number: \_\_\_\_\_

Program Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Program Phone Number: \_\_\_\_\_

**Inservice – February 1-3, 2016**  
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Please check the inservice(s) that you will be attending–return form to DSHS by **January 18, 2016**

DWI Education

DWI Intervention

Drug Offender

AEPM

Instr. Certification #: \_\_\_\_\_

By my signature, I agree that I will attend the Texas Offender Education Inservice(s) as indicated above.

Signature: \_\_\_\_\_

**Mail completed registration form to:** Texas Department of State Health Services  
Offender Education  
PO Box 149347, MC 1982  
Austin, TX 78714-9347  
offendered@dshs.state.tx.us  
(512) 834-4550

**Or email to:**

**Or FAX to:**

**>>> NO registrations will be accepted after 5pm on Friday January 22, 2016 <<<**

If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations.

**INVOICE – DSHS Offender Education Inservice**  
**PAYMENT DEADLINE: January 18, 2016**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

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

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed is my **non-refundable** inservice payment to: **Texas A&M University--Commerce**  
Agency Voucher  Money Order  Agency Check   
PO# \_\_\_\_\_

Or pay online at:

[https://secure.touchnet.com/C20206\\_ustores/web/store\\_cat.jsp?STOREID=55&CATID=197](https://secure.touchnet.com/C20206_ustores/web/store_cat.jsp?STOREID=55&CATID=197)

Please indicate here  if you have paid online and submit this invoice to TAMU-Commerce at the address below.

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Please check below to indicate which inservice(s) you will be attending on February 1-3, 2016:

_____ DWI Education Inservice	_____ Drug Offender Education Inservice
_____ DWI Intervention Inservice	_____ Alcohol Education Program for Minors Inservice

**\*\* Cost is \$100 per inservice \*\***

**Number of Inservices: \_\_\_\_\_ X \$100/inservice = \$\_\_\_\_\_ Total**

**A \$100 late fee may be assessed on payments received after January 18, 2016.**

**Absolutely NO payments will be accepted after 5pm on Friday, January 22, 2016.**

**All payments/fees are non-refundable.**

If a minimum number of registrations are not received, the inservice may be canceled; we recommend not making non-refundable travel arrangements or reservations.

**PLEASE MAIL INVOICE WITH  
PAYMENT TO**



**Texas A&M University-Commerce**  
**ATTN: Dr. LaVelle Hendricks**  
**Department of Counseling**  
**PO Box 3011**  
**Commerce, TX 75428**  
**903-886-5632**

For payment inquiries only: [Lavelle.Hendricks@tamuc.edu](mailto:Lavelle.Hendricks@tamuc.edu)

**IMPORTANT: If you are paying by check, please indicate on the Memo line which inservice(s) you are attending**

**\*\* DO NOT SEND PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES \*\***