

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

*San Antonio, Texas
October 28-30, 2015*

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 October 28-30, 2015 at:

**San Antonio College
Nursing & Allied Health Complex
Room # 218 A & B
1300 San Pedro Avenue
San Antonio, TX 78212-4299**

This inservice provides 20 courtesy LPC CEUs that may be used toward your other professional licenses; 3 of these hours will be Ethics. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. TCOLE has indicated they will also accept the continuing education hours for peace officers, with proper approval from your department.

This inservice will begin **promptly** on **Wednesday, October 28 at 8:30 am** and will conclude by **3:30 pm on Friday, October 30** 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 or leaving early will not be credited with the inservice.** There are a number of eateries within walking distance of the college, as no food or drink can be provided, and you are also welcome to bring your own snacks and drinks. The college cafeteria is also near the Nursing/Allied Health Building. Please provide your email address on the registration form, as we will only confirm or provide new parking 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. Parking may be limited in the morning, and street parking is available, but be prepared to walk if necessary. **Please observe posted parking signs. DO NOT PARK in the Handicap or Faculty Parking or you will be towed.** You may park in any "open" or "student" spots without penalty.

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 will be applied to payments received after the deadline of October 16, 2015. 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 October 16, 2015. Nonrefundable payments are to be submitted to Texas A&M University--Commerce along with the attached invoice, no later than October 16, 2015. 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 Wednesday October 21, 2015. If you have questions concerning the inservice, please contact Offender Education at 512-834-6628, 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
October 28-30, 2015 ▲ San Antonio, Texas**

Inservice Site: San Antonio College at San Antonio
Nursing & Allied Health Complex, Room 218 A & B
1300 San Pedro Avenue
San Antonio, TX 78212-4299
<http://www.alamo.edu>

Directions: A map with directions to San Antonio College is located at:
[Location of San Antonio College](#)

Lodging: Lodging arrangements will be the attendees' responsibility.
A map of Texas government contract hotels is located at: [TX Government Contract Hotels](#) – they *may* honor the State of Texas rate if you show proof of attendance at this inservice

Parking: Parking is free at the San Antonio College at San Antonio. It is not necessary to obtain a parking pass. **You can park in any “open” or “student” spots without penalty.** Parking may be limited in the morning, but street parking is available (be prepared to walk if necessary). Please observe posted parking signs. **DO NOT PARK in Handicap or Faculty Parking or you will be towed .** A campus map is located on the next page . Should more information about parking become available, it will be forwarded through the email confirmation. If you do not include email on your registration, any new information will not be provided to you.

Food: Lunch will be on your own. There are food establishments within walking and short driving distances, as food or drinks cannot be provided. Bill Miller BBQ, Luther's BBQ and Subway are the closest ones. Main Street Pizza & Pasta, Quiznos, McDonalds are just a little farther away. The college also has a cafeteria in a nearby building. A map with nearby restaurants is located at: [Restaurants Nearby](#)

Daily Schedule: Inservice for ALL Instructors

Wednesday, October 28, 2015	8:30 am - 5:00 pm
Thursday, October 29, 2015	8:15 am - 5:00 pm
Friday, October 30, 2015	8:15 am – 3:30 pm

SAC CAMPUS MAP



ALAMO COLLEGES

SAN ANTONIO COLLEGE



San Pedro Ave.

N. Main Ave.

- Emergency phones
- Visitor parking
- Parking for motorcycles
- Faculty/staff parking
- Disabled parking

For campus tours, contact Student Life at (210) 436-0125. Tours depart from the Lotin Student Center.

Students can find some extra parking off campus on Dewey (east of the campus), south of Evergreen by Main Ave., and also behind some nightclubs/biznesses on Main Ave. SAC PM Thelie Koppa Food Party is located at 602 W. French (210-486-0431). Hours are Wednesday & Thursday 12 pm-3 pm. See map on SAC website (alamo.edu/sac) for updates. *Only motor vehicles with a valid Alamo Colleges Vehicle Registration Tag/Decal properly displayed may park on campus. Visitors to the college are exempt from this requirement. - (Alamo Colleges Police).

New to campus? Here are some places you might need to find!

Moody Learning Center (MLC)
 Counseling and Advising — 1st floor
 Veterans Affairs — 1st floor
 Disability Support Services — 1st floor

Fletcher Administration Center (FAC)
 Admissions & Records — 2nd floor
 Business Office — 2nd floor
 Continuing Education — 2nd floor
 Financial Aid — 1st floor
 ID Center — 2nd floor
 Testing and Assessment — 1st floor
 Web Center — 2nd floor

DSHS Administrator/Instructor Inservice Registration Form
Please complete ALL items and PRINT clearly –Return this form to DSHS by **October 16, 2015**

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 – October 28-30, 2015
San Antonio College at San Antonio
Nursing & Allied Health Complex, Room 218 A & B
1300 San Pedro Avenue
San Antonio, TX 78212-4299
210-486-0000

Please check the inservice(s) that you will be attending – return form to DSHS by **October 16, 2015**

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

Email to:
Or FAX to:

>>> NO registrations will be accepted after 5pm on Wednesday, October 21, 2015 <<<<

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: October 16, 2015

Name _____

Home Address _____

City _____ State _____ Zip _____

Home: _____ Work: _____

Fax: _____ Email: _____

Enclosed is my **non-refundable** inservice payment to: Texas A&M--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

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

Please check below to indicate which inservice(s) you will be attending on October 28-30, 2015:

_____ 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 will be assessed on payments received after October 16, 2015.
Absolutely NO payments will be accepted after 5pm on Wednesday October 21, 2015.

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 

Dr. Lavelle Hendrix
Texas A&M University-Commerce
Department of Counseling
PO Box 3011
Commerce, TX 75428
903-886-5632
Lavelle.Hendricks@tamuc.edu

For payment inquiries only:

IMPORTANT: please indicate on the Memo line of your check which inservice(s) you are attending

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