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

San Antonio, Texas
February 5-7, 2014

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 5-7, 2014 at:

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

Please remember that, with the adoption of the new Offender Education rules on September 1, 2009, ALL instructors for DWI Education, Drug Offender Education, DWI Intervention, and Alcohol Education Program for Minors ***must*** attend a DSHS Inservice ***during*** each 2 year certification period. Under TAC Rule § 453.105, instructors who are fully licensed chemical dependency counselors, licensed professional counselors, licensed psychologists, licensed psychiatrists, or licensed social workers may submit 20 hours of continuing education that is directly drug- (for DOEP instructors) or alcohol- (for DWIE, DWII, AEPM instructors) related and approved by the department's Offender Education Group at least 30 days in advance, in lieu of attending the in-service. (Please see the actual rule at TAC 453.105 for more specifics.) This inservice also provides 20 courtesy CEUs for LPCs and LCDCs that may be used toward your licenses. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. TCLEOSE 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**, **February 5 at 8:30 am** and will conclude by **3:30 pm on Friday**, **February 7** 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. 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. 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 is limited in the morning , and street parking is available, but you may have to walk if necessary. **Please observe posted parking signs. DO NOT PARK** in the Garage or Faculty Parking or you **will be towed**. You may park in any "open" or "student" lot 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. 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 January 22, 2014. DO NOT SUBMIT PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES—please follow the instructions below.** 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 complete the Registration Form and submit it to DSHS no later than January 22, 2014. **Nonrefundable payments are to be submitted to The University of Texas at Austin along with the attached invoice, no later than January 22, 2014.** 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 Monday January 27, 2014. If you have questions concerning the inservice, please contact Offender Education at 800-832-9623, x2131.

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 5-7, 2014 ▲ 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" lot without penalty. Parking is limited in the morning, but street parking is available (you may have to walk if necessary). Please observe posted parking signs. DO NOT PARK in the Garage 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. A map with nearby restaurants is located at: Restaurants Nearby**

Daily Schedule: **Inservice for ALL Instructors**

Wednesday, February 5, 2014	**8:30 am - 5:00 pm**
Thursday February 6, 2014	**8:15 am - 5:00 pm**
Friday February 7, 2014	**8:15 am – 3:30 pm**

SAC CAMPUS MAP

ALAMO COLLEGES
SAN ANTONIO COLLEGE

For campus tours, contact Student Life at (210) 486-0125.
Tours depart from the Loftin 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 nightclub businesses on Main Ave.

SAC Phi Theta Kappa Food Pantry is located at 602 W. French (210 496 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
Veteran's 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 January 22, 2014*

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 5-7, 2014
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

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Please check the inservice(s) that you will be attending – return form to DSHS by January 22, 2014

☐	☐	☐	☐
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

Email to: **offendered@dshs.state.tx.us**
Or FAX to: **(512) 834-4550**

➢➢➢ NO registrations will be accepted after 5pm on Monday, January 27, 2014 ≺≺≺

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 22, 2014

Name_____

Home Address_____

City_____ **State** _____ **Zip**_____

Home:_____ **Work:** _____

Fax:_____ **Email:**_____

Enclosed is my **non-refundable** inservice payment to: **The University of Texas at Austin**

Agency Voucher ☐ **Money Order** ☐ **Agency Check** ☐

PO#_____

Or pay online at: http://www.utexas.edu/research/cswr/gcattc/OffenderEducationPrograms.htm **and click on "To Pay Registration Fee"**

Please indicate here ☐ **if you have paid online and submit this invoice to UT at the address below.**

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Please check below to indicate which inservice(s) you will be attending on February 5-7, 2014:

_____ **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 January 22, 2014.

Absolutely NO payments will be accepted after 5pm on Monday January 27, 2014.

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 →

James Green
UT-Austin, Center for Social Work Research
1717 West 6th Street, Suite 335
Austin, TX 78703
(512) 232-0616; (512) 232-0617 fax
jamesfgreen@austin.utexas.edu

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