

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

*Corpus Christi, Texas
October 26-28, 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 October 26-28, 2016 at:

**Education Service Center, Region 2
Room 3-23 (Baffin Bay Room)
209 North Water Street
Corpus Christi, Texas 78401-2528
<http://www.esc2.net/>
361-561-8400 (for driving/parking inquiries only)**

This inservice will provide 20 courtesy LPC CEUs that may be used toward your other licenses; please check with your licensing board to ensure these hours will be accepted. 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/agency. DSHS does not maintain copies of the courtesy certificates issued to attendees, so please keep track of the one that will be provided at the end of the inservice. Duplicates will not be issued.

This inservice will begin **promptly** on **Wednesday, October 26 at 8:30 am** and will conclude by 3:30 pm on **Friday, October 28** 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.** Vending machines are available for snack purchases, as none can be provided. 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 updated information via email. We also encourage you to bring a jacket to the inservice, as temperatures in the room may be cool, as well as business cards for networking with other instructors. Parking is free at The ESC Building. A parking map is included in this registration packet. Should more parking information become available, it will be forwarded by email only. If you do not include a correct email address on your registration form, you will not be notified of any new information.

Enrollment is limited and admittance will be based on a first-come-first-serve basis – when room capacity is reached, registration will be closed, so we encourage early registration. 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 and a \$100 transfer fee will apply for payments transferred to another inservice.** A **\$100 late fee will be applied to payments received after the deadline of October 10, 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 October 10, 2016. Nonrefundable payments are to be submitted to Texas A&M University--Commerce along with the attached invoice, no later than October 10, 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; there is no need to contact DSHS to confirm. Absolutely no registrations or payments will be accepted after 5pm on Monday October 17, 2016. 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 26-28, 2016 ▲ Corpus Christi, Texas

Inservice Site: Education Service Center, Region 2
Room 3-23 (Baffin Bay Room)
209 North Water Street
Corpus Christi, Texas 78401-2528
<http://www.esc2.net/>
361-561-8400 (*for driving/parking inquiries only*)

Directions: A map to The ESC Building is located at:
[Map to ESC Building](#)

Parking: Parking is free at The ESC Building. A parking map is included in this registration packet.

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

Food: Breakfast, lunch, and any snacks/drinks will be on your own. Vending machines are available for snack purchases, as they cannot be provided per agency policy. A list of nearby restaurants may be found at [Restaurants near ESC Building](#). You are also welcome to bring your own snacks and drinks.

Daily Schedule: Inservice for ALL Instructors

Wednesday October 26, 2016	8:30 am - 5:00 pm
Thursday October 27, 2016	8:15 am - 5:00 pm
Friday October 28, 2016	8:15 am – 3:30 pm

Parking Map



DSHS Administrator/Instructor Inservice Registration Form

Please complete ALL items and PRINT clearly –Return this form to DSHS by **October 10, 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: _____

Offender Education Inservice – October 26-28, 2016

Education Service Center, Region 2
Room 3-23 (Baffin Bay Room)
209 North Water Street
Corpus Christi, Texas 78401-2528
<http://www.esc2.net/>

361-561-8400 (for driving/parking inquiries only)

Please check the inservice(s) that you are attending – return form to DSHS by October 10, 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

Email to:

Or FAX to:

➤➤➤ NO registrations will be accepted after 5pm on Monday October 17, 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: October 10, 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

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

Please check below to indicate which inservice(s) you will be attending on October 26-28, 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 will be assessed on payments received after October 10, 2016.

Absolutely NO payments will be accepted after 5pm on Monday October 17, 2016.

All payments/fees are non-refundable; a \$100 transfer fee will apply if payment is transferred to another inservice.

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 SEND INVOICE WITH PAYMENT TO



Dr. LaVelle Hendricks
Texas A&M University—Commerce
Department of Counseling
PO Box 3011
Commerce, TX 75428
903-886-5631
FAX: 903-886-5780
Tabitha.Triplett@tamuc.edu

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 ****