

**The Behavioral Health Training & Education Network and
The Pennsylvania Department of Drug and Alcohol Programs presents**

State Mandated Trainings

Screening & Assessment

February 14, 2017
March 14, 2017

Confidentiality

January 10, 2017
March 20, 2017

All dates are tentative pending DDAP approval.

TIME: 8:30AM...Registration
9:00 AM to 4:00 PM (Lunch break approximately 12:00 to 12:45)

**If you miss more than 30 minutes of class time (arriving late, leaving early, etc.) you will not receive credit for having attended the training **

You MUST have a user profile set up on the DDAP Training Management System (TMS) before attending the class. Go to the DDAP TMS website to set up your profile...

<https://apps.ddap.pa.gov/TMS/>

(For more questions on setting up a profile, call DDAP at 717-783-8200)

PLACE: The Behavioral Health Training & Education Network
520 N. Delaware Ave., 7th Floor Suite C
Philadelphia, PA 19123

BHTEN is located in the Riverview Place Building, on the SW corner of Delaware Avenue & Spring Garden Street, with the entrance on Spring Garden Street.

Cost: \$25.00 per person for each training

Credits: 6 PCB Approved Credit Hours for each course

Special Needs: Please indicate any special needs on registration form

Bad Weather: Please call (215) 923-2116 ext. 401 to check on delays/cancellations

Parking: Parking is not provided and metered parking is very limited
BHTEN is unable to provide or make change for the meters.
Public transportation is strongly recommended.

Questions: Ms. Tiffany Livingston, Clerical Asst. at (215) 923-2116, ext. 293

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Registration Information: Pre-registration is required

- Fee: **\$25.00 per person.**
- Make agency or personal checks or money orders payable to The Consumer Satisfaction Team
* Money will not be refunded due to participant cancellation *
- Registration and payment may be made on-line.
- If paying by check, payment & registration form must be submitted together. Mail check and registration form to:

**The Behavioral Health Training and Education Network
c/o BHTEN Clerical Assistant
520 North Delaware Avenue, Suite 7C, Philadelphia, PA 19123**

- Registration Deadline: 7 days before the specific training date
- Registration will be closed once seating capacity is reached; Registration is done on first come, first served basis
- Class Limit is **30 people** for all DDAP trainings.
- Registration: 8:30AM, Program begins promptly at 9 AM and ends at 4 PM.

Confirmation of registration: TRAINEES WILL RECEIVE E-MAIL CONFIRMATION FROM THE DDAP TRAINING MANAGEMENT SYSTEM (TMS) WHICH THEY SHOULD BRING WITH THEM. **You MUST have a user profile set up on the DDAP Training Management System (TMS) prior to attending class**

To Register: Complete the requested information for the agency contact person and for each attendee. Please type or print clearly

Agency Name

Contact Person and Position

Agency Mailing Address

Phone #

City, State, Zip Code

FAX #

Participant Names and Programs
(Please indicate the date for the desired sessions)

1. _____
NAME (please print)

Screening Date: _____
Confidentiality Date: _____

_____ Program _____
E-MAIL ADDRESS _____ Specials needs: _____

2. _____
NAME (please print)

Screening Date: _____
Confidentiality Date: _____

_____ PROGRAM _____
E-MAIL ADDRESS _____ Specials needs: _____