

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

*Houston, Texas
May 20-22, 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 May 20-22, 2015 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 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, May 20 at 8:30 am and will conclude by 3:30 pm on Friday, May 22** 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 will be applied to payments received after the deadline of May 14, 2015.** At this time, online payments are not available. Please indicate on the memo line of your check which inservice(s) you are attending. **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 May 14, 2015. Nonrefundable payments are to be submitted to Texas A&M University-Commerce along with the attached invoice, no later than May 14, 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 Friday May 15, 2015. 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.

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May 20-22, 2015 ▲ Houston, Texas

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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](#)

Payment: At this time, online payments are not available. Please indicate on the memo line of your check which inservice(s) you are attending.

Daily Schedule: **Inservice for ALL Instructors**

Wednesday, May 20, 2015	8:30 am - 5:00 pm
Thursday May 21, 2015	8:00 am - 5:00 pm
Friday May 22, 2015	8:00 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 May 14, 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 – May 20-22, 2015

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Please check the inservice(s) that you will be attending—return form to DSHS by May 14, 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

Or email to:

Or FAX to:

>>> NO registrations will be accepted after 5pm on Friday May 15, 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: May 14, 2015

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# _____

At this time, online payment is not available.

Please check below to indicate which inservice(s) you will be attending on May 20-22, 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 May 14, 2015.
Absolutely NO payments will be accepted after 5pm on Friday, May 15, 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
ATTN: Dr. LaVelle Hendricks
Department of Counseling
PO Box 3011
Commerce, TX 75428
903-886-5632

For payment inquiries only: Lavelle.Hendricks@tamuc.edu

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

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