

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

*Harlingen/RGV, Texas
May 4-6, 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 May 4-6, 2016 at:

**Texas State Technical College
2424 Boxwood Street
The University Center Building
Auditorium Room 136
Harlingen, TX 78550**

This inservice provides 20 courtesy CEUs for LPCs and LCDCs that may be used toward your licenses; 3 of these hours may be Ethics. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. Instructors with TCOLE licenses must have their continuing education hours for peace officers approved from their department prior to submitting to TCOLE.

This inservice will begin **promptly on Wednesday, May 4 at 8:30 am and will conclude by 3:30 pm on Friday, May 6** 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 across the street in the Student Center (SC on map). Parking is free and is in open lots near the building – please see map. 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 may be applied to payments received after the deadline of Monday April 18, 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 Monday, April 18, 2016. Nonrefundable payments are to be submitted to Texas A&M University-Commerce along with the attached invoice, no later than Monday, April 18, 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. Absolutely no registrations or payments will be accepted after 5pm on Monday April 25, 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
May 4-6, 2016 ▲ Harlingen/RGV, Texas**

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Inservice Site: Texas State Technical College
2424 Boxwood Street
The University Center Building
Auditorium Room 136
Harlingen, TX 78550

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 surface lots near the building

Food: Breakfast and lunch will be on your own, as food, drinks or snacks cannot be provided per agency policy. There is a cafeteria across the street in the Student Center (SC on map) and there are other restaurants nearby, but please feel free to bring your own drinks or snacks if you wish.

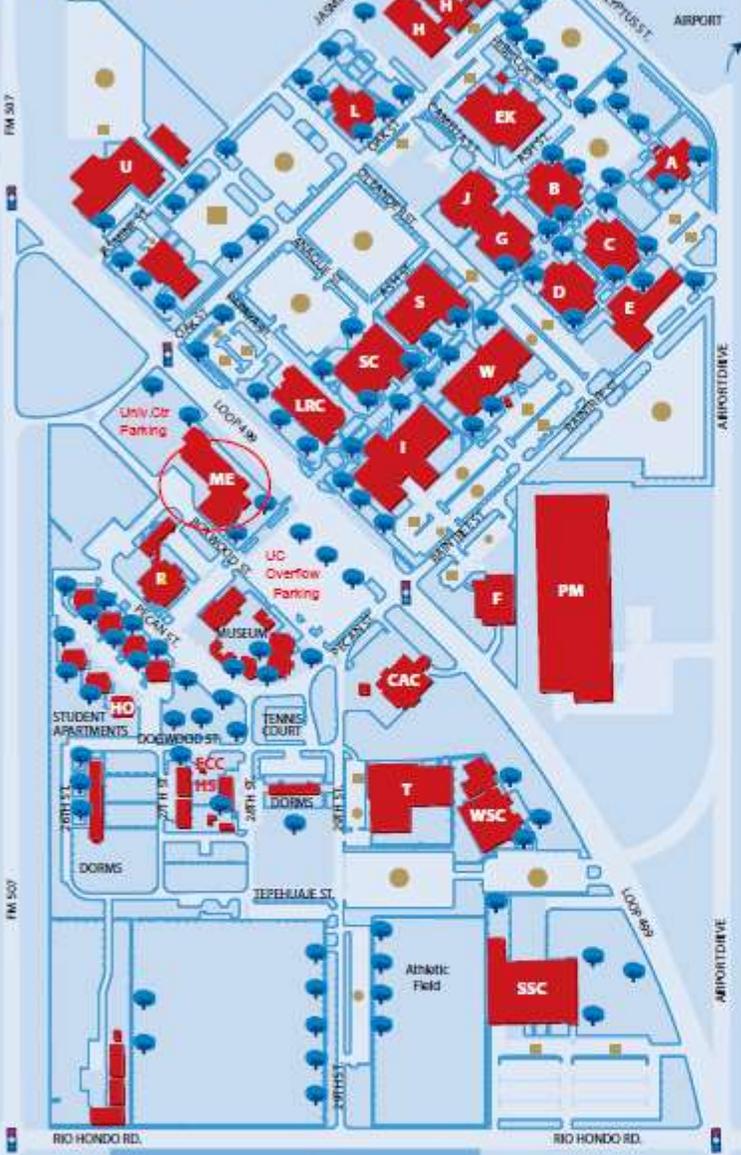
Directions: A Google map to the campus is located here: [Map to campus](#)

Daily Schedule: Inservice for ALL Instructors

Wednesday May 4, 2016	8:30 am - 5:00 pm
Thursday May 5, 2016	8:15 am - 5:00 pm
Friday May 6, 2016	8:15 am – 3:30 pm

******Please scroll down for Registration Form and Invoice******

COLLEGE MAP
The University Center @ TSTC
 2424 Boxwood
 Harlingen, Texas 78550



- A** **Public Safety Building**
EMT, Fire Academy, Police Academy, TSTC Police
- B** **College Readiness & Advancement**
ABE, CAMP, Challenger Learning Center, CSME, Dual Enrollment, HER, Talent Search, Upward Bound, WIA/WIDA
- C** **Office Occupations Building**
BMT, ET, Help Desk
- CAC** **Cultural Arts Center**
- D** **Biomedical/Dental Lab**
DLT
- E** **Transportation Technology**
AUT
- ECC/HS** **Early Childhood Center/Head Start**
- EK** **Student Services Center**
Admissions, Cashiers, Counseling & Support Services, Enrollment Management, Financial Aid, Registrar, Student Accounting, Student Development, Testing & Advisement Center
- F** **Autobody Collision Technology**
ALUB
- G** **Computer Science Programs**
CSMT, GAME
- H** **Building Systems Technology**
ACT, BCS
- HO** **Housing Office**
- I** **Administration/Industrial Technology**
PMT, President's Office, Student Learning Office, WLT
- J** **Chemical/Environmental Technology**
CET
- L** **Health Information Technology**
HIT, MIS
- LRC** **Dr. J. Gilbert Leal Learning Resource Center**
Library, Office of Student Success
- ME** **University Center**
Continuing Education
- PM** **Engineering Center**
BET, MT, TET, WET
- R** **Early College High School**
- S** **George F. Young Engineering Technology**
ADEG, DMDT, ONST
- SC** **Student Center**
Bookstore, Cafeteria, Career Services, Game Room, Student Government, Student Health Services, Student ID Center, Veterans Center
- SSC** **Service Support Center**
Human Resources, Institutional Effectiveness & Research, Marketing, Procurement Office
- T** **Aviation Technology**
AER, AGT
- U** **Senator Eddie Lucio Health Science Technology Building**
CA, DEA, DEH, NA, MEA, RN, ST, VN
- W** **Representative Irma Rangel Science and Technology Building**
Academic Core, EA, Online Learning
- WSC** **Wellness & Sports Center**
Aerobics Room, Athletic Field, Cardio Room, Gym, Raquetball Courts, Walking Trail, Weight Room
- Employee Parking**
- Student Parking**

Agricultural Technology Training Field

Directions:
 From Brownsville:
 Once in Harlingen on Interstate 2/Exp 83, use Ed Carey Dr Exit, and head north on Ed Carey Drive/Loop 499 for approximately 4.5 miles. Upon reaching TSTC campus, Univ. Ctr will be 4th building on right-side of street.

From Upper Valley:
 Upon reaching Interstate 2 Interchange with I-69/Hwy 77 North, take exit indicating Raymondville/Corpus Christi. Travel approximately 3.5 miles on I-69/Hwy 77N, and exit on Primera Rd/Loop 499 exit to right. At stop, make right and continue on Loop 499 for approximately 3.4 miles. University Center will be first building on right side of TSTC campus.



DSHS Administrator/Instructor Inservice Registration Form

Please complete ALL items and PRINT clearly –*Return this form to DSHS by April 18, 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: _____

Inservice – May 4-6, 2016
Texas State Technical College
2424 Boxwood Street
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Harlingen, TX 78550

Please check the inservice(s) that you will be attending—return form to DSHS by **April 18, 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

Or email to:
Or FAX to:

➤➤➤ NO registrations will be accepted after 5pm on Monday, April 25, 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: April 18, 2016

Name _____

Home Address _____

City _____ State _____ Zip _____

Home: _____ Work: _____

Fax: _____ Email: _____

Enclosed is my **non-refundable/non-transferable** 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 below.**

Please check below to indicate which inservice(s) you will be attending on May 4-6, 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 may be assessed on payments received after April 18, 2016.

Absolutely NO payments will be accepted after 5pm on Monday, April 25, 2016.

All payments/fees are non-refundable and non-transferable.

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**



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: If you are paying by check, please indicate on the Memo line which inservice(s) you are attending

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