### IMPORTANT TRAINING FLYER PLEASE DISTRIBUTE TO YOUR STAFF

# Special Incident Reporting

#### When:

Wednesday May 16, 2018

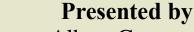
#### **Time:**

9:30 a.m.-11:30 a.m.

#### Where:

**ELARC Boardroom** 1000 S. Fremont Ave Alhambra, CA 91802

## **Cost:** \$25



Albert Guzman, SIR Coordinator

#### **HIGHLIGHTS:**

Special Incident Reporting Requirements

#### Learn:

- When to report
- ♦ Appropriate reporting requirements
- ◆ Pertinent information to include in reports

A training certificate will be issued. Participants must arrive punctually, but no more than 20 minutes late and attend the entire session to ensure receipt of a training certificate. Training certificates will be given at the end of the training session.

- ♦ If you are more than 20 minutes late you will be allowed to enter but a certificate of completion will not be provided.
- ♦ Please RSVP as soon as possible as seating is limited to 30 people, and please no more than 2 people per agency



For more information contact: Cristina Ontiveros, Community Services Specialist 626.299.4868 or contiveros@elarc.org



Eastern Los Angeles Regional Center 1000 S. Fremont Ave P.O. Box 7916 Alhambra, CA 91802 626.299.4700

#### **REGISTRATION FORM**

To register, please complete the following form
Registration fee is \$25 per person
Send Registration Form and make check
payable to:

#### **ELARC**

P.O. Box 7916 Alhambra, CA 91802-7916 Attention:

Christina Razo, crazo@elarc.org

\*Checks Payable to ELARC only will be accepted. Please RSVP as soon as possible as seating is limited to 30 people. NO refunds except in case class is cancelled or check is received after class is sold out (checks will be returned un-cashed) Registrations are transferable to another staff person, but not to future training sessions.

\*RSVP's are limited to 2 staff per agency.

#### **Special Incident Reporting**

Wednesday, May 16, 2018

**♦** E-mail is required for registration confirmation Time and Location:

9:30-11:30 a.m. ELARC Boardroom 1000 S. Fremont Ave

Alhambra, CA 91802

Name:	
Name:	
Address:	
City:	State: Zip:
Daytime Telephone:	