IMPORTANT TRAINING FLYER PLEASE DISTRIBUTE TO YOUR STAFF

Special Incident Reporting

When:
Wednesday
November 20, 2019

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

Where:
ELARC Boardroom
1000 S. Fremont Ave
Alhambra, CA 91802

Cost:
$25

Presented by
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 are allowed.

For more information contact:
Maribel Garcia, Community Services Specialist
626 299-4868 or margarcia@elarc.org

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:
Elisa Salazar, esalazar@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.

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Wednesday, November 20, 2019

♦ 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:_____ E-mail:_____