



## ELARC U: A Learning Community Service Providers Institute

A training dedicated for Vendors

# Special Incident Reporting

### When:

Wednesday  
November 16, 2022

### Time:

11:00 a.m. - 1:00 p.m.

### Where:

This will be held virtually  
Via Zoom

### Cost:

\$20

### Presented by

Albert Guzman,  
SIR Coordinator

### Highlights:

Special Incident Reporting  
Requirements

### Learn:

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

### PRE-REGISTRATION REQUIRED AND SHOULD BE COMPLETED ELECTRONICALLY THROUGH

ELARC UNIVERSITY(ELARC U)

To register you must:

1. Log-in or create an account through ELARC University (ELARC U), Online Portal.
2. From the home page, you will see an announcement labeled "SIR Training". Make sure to click to enroll as indicated.
3. Please note, if payment is not received at least 1 week prior to the event the registration will be void to make room for those on the waiting list.

A direct zoom link for the training will be made available through the online portal to those who successfully enrolled and paid.

For question about your registration please contact Karen Sibrian at [kasibrian@elarc.org](mailto:kasibrian@elarc.org).

**\*\*This Training has been approved for \*\***  
Continuing Education Units (CEU) and will be awarded upon completion.

- ◆ Participants must login 5 minutes prior to training to ensure audio and visual capabilities are working. Participant must be present the entire session to ensure receipt of a training certificate.
- ◆ If you are more than 20 minutes late you will be allowed to enter but a certificate of completion will not be provided.



Good Training \* Strong Partnerships \* Better Service



[www.elarc.org](http://www.elarc.org) \* [infor@elarc.org](mailto:infor@elarc.org)



# PAYMENT FORM

Now that you have registered through [ELARC University \(ELARC U\)](#),  
you must complete the payment form

**Training is \$20 \***  
*check or money orders only*

Checks must be made to the order of “ **Eastern Los Angeles Regional Center**”

Mail Payment and form to:  
ELARC Attn: Laiza Valdovinos  
P.O. Box 7916  
Alhambra CA 91803

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

Payment form should match the name(s) utilized in the electronic registration  
**Payments are not transferrable to future training sessions.**

For question about your registration please contact Karen Sibrian at [kasibrian@elarc.org](mailto:kasibrian@elarc.org).

## **Special Incident Reporting** Wednesday, November 16, 2022

◆ **E-mail is required for registration confirmation**

### **Time and Location:**

11:00a.m-1:00 p.m.

This will be held virtually Via Zoom

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_