



**ELARC U: A Learning Community
Service Providers Institute**

A training dedicated for Vendors

Special Incident Reporting



When:
Wednesday
May 24, 2023
(Register by May 22, 2023)

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

Where:
This will be held virtually
Via Zoom

Cost:
\$20

****Minimum of 20 registrants required****

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.

****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 th 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.



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.

Special Incident Reporting
Wednesday, May 24, 2023
(Register by May 22, 2023)

◆ **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: _____