

To:

Agency:

Workshop Date:

**DEADLINE:**

As a member of the Chemical Dependency Training Consortium of the Northwest, your agency has agreed to provide a quality training every two years. Your training has been scheduled (see above). The enclosed materials must be returned by the deadline listed above. If you expect any problems, please contact the Training Coordinator as soon as possible.

Enclosed you will find the following:

Section I

Page 2 & 3 – Responsibilities of the presenting agency.

Page 4 – Helpful hints to ensure a successful presentation.

Section II

Pages 1 through 4 – All forms required to be returned by the deadline date shown on page 5 so that the Center for Continuing Education can prepare the quarterly brochure and mail it out in a timely manner.

Section III

Page 1 – Purpose and Training Level Information.

Page 2 – Desired Training Topics.

Page 3 – Previous Training Topics.

**RESPONSIBILITIES:**

A successful workshop takes careful and thorough planning. The responsibilities of the presenting agency are described below:

- A. The completing and submitting of Section II material within defined time frame.
- B. The title of your training should include “substance abuse,” “chemical dependency” or “alcohol/drug” if at all possible. List of workshop topics, which have recently been presented, are included in Section III, Page 3.
- C. If you do not have experienced and well-qualified trainers on your own staff, it is often useful to hire outside professional trainers. The fees and expenses for outside trainers are the responsibility of the presenting agency.
- D. Completion certificates are for six (6) hours of training. If the training is not six hours in length, the presenting agency must notify Clark College and the certificates will be modified to reflect the actual number of hours. This is to maintain compliance with state continuing education mandates.
- E. The presenting agency is responsible for providing an adequate number of handouts for participants. Indicate what audio/visual equipment you will need for your training.
- F. The Consortium will schedule your workshop at the *Southwest Washington Medical Center’s Memorial Campus located at 3400 Main St., Vancouver, WA 98663*. If you prefer to hold your training at another facility, the rental costs will be the responsibility of your agency. If you prefer to facilitate the workshop at your center or another facility the registration fee for members of your organization will be reduced by \$10 per member attending. If you plan on using another facility, please contact the Training Coordinator as soon as possible. ***Changes cannot be made once the brochure has gone to print.***
- G. Your agency will need to arrange refreshments for the morning and afternoon breaks. The purchase and delivery of refreshments is your agency's responsibility. You will also need to furnish, in addition to the refreshments, the following unless purchasing one of the coffee services listed below:

Coffee	Tea	Cream
Sugar	Spoons	Plates (for rolls)
Napkins	Cups	Other

***\*\*You may also contact Kandis if you need assistance with catering <mailto:khudsoncdtc@yahoo.com> or call (360) 901-9341***

Room usage is on a shared basis. You may change the room arrangement around slightly for the convenience of your facilitator, ***BUT YOU MUST RETURN THE CLASSROOM TO ITS ORIGINAL SET UP; THIS INCLUDES CLEANING TABLES AND PICKING UP GARBAGE.***

\*\*\* Questions about facilities and equipment should be directed to:  
Kandis Hudson at (360) 901-9341 or email  
<mailto:khudsoncdtc@yahoo.com>

**HELPFUL HINTS**

Your participation in the Consortium ensures the availability of low cost, quality continuing education for chemical dependency professionals.

**We are happy to provide you with the following hints we have gained from our experience as a Consortium:**

- A.** Be sure to allow yourself enough time to complete the materials.
- B.** Feel free to call the training coordinator to discuss your topic selection and to verify other agencies are not planning to present the same subject.
- C.** Stick to the mission of providing high quality continuing education. An attempt to introduce agency marketing into the training format generally irritates the audience.
- D.** Using more than one trainer tends to better hold the attention and interest of the audience. The same is true of using handouts and audio/visual equipment.
- E.** When using multiple trainers, please coordinate the materials to be presented prior to presentation.
- F.** The Consortium recognizes the participants in these trainings are professionals, not students or clients. Participation in role-playing is completely voluntary and not required.
- G.** Attached is an evaluation students will fill out at the end of your training. This is to assist you in your training plans.

***Don't forget, the Consortium Training Coordinator is available to assist you in your planning if needed, Kandis (360) 901-9341 or email <mailto:khudsoncdtc@yahoo.com>!***

Thank you for your participation and we look forward to hearing from you soon!