



**Office of Workforce
Development & Training**

Spring 2016
Training Schedule

OFFICE OF WORKFORCE DEVELOPMENT & TRAINING
SPRING 2016
TRAINING SCHEDULE

The Office of Workforce Development & Training does not discriminate on the basis of race, color, sex, national origin, or disability in the operation and administration of its services, facilities, programs, benefits and employment opportunities.

Office of Workforce Development & Training
Behavioral Health Administration
Voc Rehab Building
55 Wade Avenue, Catonsville, MD 21228

MARCH 29, 30 & 31	The Family in Recovery – Anna Agnew, LCSW-C, Private Practice and Training Consultant, Adjunct Faculty, Harford Community College, Bel Air, MD – 21 Hours
APRIL 13, 14 & 15	Introduction to Addictions – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours Closed
MAY 18, 19 & 20	Issues & Ethics for the Helping Professional – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – 21 Hours Closed
JUNE 29, 30 & JULY 1	Treatment Planning – Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor, Community Colleges of Baltimore County, Baltimore, MD – 21 Hours

Send to:
ATTN: FISCAL
 Behavioral Health Administration
 Voc Rehab Bldg.
 55 Wade Avenue, Catonsville, MD 21228

FOR OWDT USE ONLY

SPRING 2016 COMMUTER APPLICATION

Name: _____ Social Security: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ e-mail: _____

Employer: _____

Employer Phone: _____ Fax: _____

Course Selection: Please check box(s) of all courses for which you are submitting payment.

3 Day Course (\$160) <input type="checkbox"/> The Family in Recovery MARCH 29, 30 & 31	3 Day Course (\$160) <input type="checkbox"/> Introduction to Addictions APRIL 13, 14 & 15 Closed
3 Day Course (\$160) <input type="checkbox"/> Issues & Ethics for the Helping Professional MAY 18, 19 & 20 Closed	3 Day Course (\$160) <input type="checkbox"/> Treatment Planning JUNE 29, 30 & July 1

Total Amount Enclosed: \$ _____

ONLY CHECK, MONEY ORDER, AND R*STARS TRANSFER ACCEPTED
 This application **will not** be accepted without payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION. DO NOT SEND CASH.**
 Purchase orders are accepted from federal agencies only.

Agency: **MOO**
 PCA: **M160S**
 Revenue Object: **6657**
 R*STARS Transaction Code: **410**
 Index Code: **10900**

When processing the R*STARS transaction, indicate the student's name and course name in the description field.
Important: Show payment by supplying the transaction Cur Doc Number below, and fax to the Fiscal Department in order to complete the registration.

R*STARS Transfer for Maryland State Agency Use Only: CUR DOC # _____

FISCAL OFFICER _____ **PHONE** _____

FAX R*STARS TRANSACTIONS TO: 410-402-8604

REGISTRATION:

An application for registration of courses can be found on the last page of this catalog. You may also download application forms from our web site at <http://bha.dhmdh.maryland.gov>, under the 'Training' tab. Mail your completed application with full payment to ATTN: FISCAL, Behavioral Health Administration, Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. **ONLY CHECK, MONEY ORDER, AND R*STARS TRANSFER ACCEPTED.** This application **will not** be accepted without payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION. DO NOT SEND CASH.** Purchase orders are accepted from federal agencies only. Only agencies paying by R*STARS transfer may FAX applications with the CUR DOC number.

CONFIRMATION:

You will receive confirmation, including directions to the training by e-mail. For those applicants without e-mail, a confirmation will be mailed to the address provided on the application. **If you do not receive confirmation concerning your registration, you are not registered and should contact the Office of Workforce Development & Training prior to class attendance at 410-402-8575.** Courses and workshops are scheduled from 8:30 AM – 4:30 PM. The OWDT training room is located on the ground floor of the Behavioral Health Administration, Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation.

Course Descriptions Spring 2016

March 29, 30 & 31

The Family in Recovery – Anna Agnew, LCSW-C, Private Practice and Training Consultant, Adjunct Faculty, Harford Community College, Bel Air, MD – **21 Hours**

This course will focus on three central themes of a family system: belonging/inclusion, leadership/control, and intimacy/affection. When the family is in recovery, these three central themes can be disruptive to the family's healthy functioning. Behavioral health professionals and prevention specialists aware of the stages a family encounters in recovery can better address the patient(s) and their family through the recovery process. Attention will be given to emotional relapse during discussion of the central themes and Gorski's Model of Recovery will be introduced, a comprehensive system for diagnosing and treating substance related disorders and coexisting mental health disorders.

April 13, 14 & 15

Introduction to Addictions – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – **21 Hours**

This three day course will offer specific strategies to address the need for today's behavioral health professionals, addiction counselors, prevention specialists, and peer recovery specialists to integrate an increasingly diverse range of knowledge across many fields to be prepared to meet the needs of clients.

This course addresses the fundamental concepts and issues necessary to gain a basic understanding of addictions. Areas of focus include models of addiction, definition of chemical dependency, the DSM-5 diagnostic criteria for substance related disorders, modalities of treatment, treatment practices, and clinical issues involved in treating the addicted population such as denial and defenses, stages of recovery, relapse and relapse prevention counseling, co-occurring disorders, effects on the family, intervention and 12 Step groups.

May 18, 19, & 20

Issues & Ethics for the Helping Professional – Gregory Hunter, MPC, MS, LCSW-C, CISD, Therapist and Trainer in Private Practice, Baltimore, MD – **21 Hours**

Behavioral health professionals are continually being challenged by questions regarding confidentiality, cultural sensitivity, competence, boundaries and multiple relationships in addition to client/counselor rights. These ethical and/or legal issues are tremendously important if you provide individual, group or family counseling, whether you are a supervisor, consultant or counselor working in the community. This training will assist participants in developing the critical skills necessary for ethical decision making and for understanding the various levels of ethical practice. A review of various professional standards and Codes of Ethics will be discussed including NAADAC, the Association for Addiction Professionals and the National Association of Social Workers (NASW).

June 29, 30 & July 1

Treatment Planning – Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD – **21 Hours**

Behavioral health professionals are under continuous demand to improve treatment retention and outcomes. Improving outcomes requires increasing each practitioner's skill and ability to individualize intervention strategies, and justify their treatment approaches. This experiential course will cover the basics of treatment planning, emphasize the benefits of using the Stages of Change model to strategize client interventions that are appropriate to stage, and provide individualized and measurable clinical indicators of progress.

ABOUT THE OFFICE OF WORKFORCE DEVELOPMENT & TRAINING:

OWDT sponsors and provides instructor led courses, workshops, conferences, customized trainings, and technical assistance to community based organizations, behavioral health providers, and public health agencies throughout the state. Best practices are utilized in developing our wide array of basic to advanced trainings and are customized to fit the needs of the public behavioral health workforce audience. OWDT collaborates and partners with numerous organizations to assist with continuing education efforts including the awarding of Continuing Education Units (CEUs), conference and event planning, marketing and event execution.

CEUs:

The Office of Workforce Development and Training is approved to grant Continuing Education Units (CEUs) by the organizations listed below. All participants will receive a certificate of participation for each training event they attend. **Participants must attend all hours of training in order to receive a certificate. If you miss any portion of the training you will receive a letter indicating the hours that you did attend.**

The Maryland Board of Professional Counselors and Therapists has approved all courses and seminars for Category A CEUs, for certified or licensed professional counselors, marriage and family therapists, and alcohol and drug counselors.

The Maryland Board of Social Work Examiners has approved all courses for Category I CEUs, for Social Workers.

The State Board of Examiners of Psychologists has approved all courses for CEUs, for Psychologists.

The Maryland Association of Prevention Professionals and Advocates has approved all courses for CEUs, for Certified Prevention Professionals, Certified Prevention Specialists, and Associate Prevention Specialists.

GENERAL INFORMATION:

Courses and workshops are scheduled from 8:30 AM – 4:30 PM. The Voc Rehab building where the training is located does not open until 8:00 AM. Please do not plan to arrive prior to that time. The training room is located on the ground floor of the Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation.

FEES:

Seven hour workshop:	8:30 AM to 4:30 PM	\$ 70.00 (1 Day Workshop)	7 CEU
Fourteen hour course:	8:30 AM to 4:30 PM	\$120.00 (2 Day Course)	14 CEU
Twenty-one hour course:	8:30 AM to 4:30 PM	\$160.00 (3 Day Course)	21 CEU

REFUND/CREDIT POLICY:

A refund or credit will be granted when a Course Refund/Credit Request Form is received at the Office of Workforce Development & Training **no later than five working days prior to the first class session**. Please allow 6-8 weeks for refunds to arrive in the mail. The Social Security Number of the student(s) requesting a refund must be included on the Course Refund/Credit Request Form in order for a refund to be processed. This form can be found in this catalog or downloaded from <http://bha.dhmd.maryland.gov>.

INCLEMENT WEATHER POLICY:

If, as of 7:00 AM, on the morning of a scheduled Office of Workforce Development & Training class, Baltimore County Public Schools are **closed**, then the Office of Workforce Development & Training class will be rescheduled. If Baltimore County Public Schools are delayed 1 or 2 hours, then the class will begin at 10:30 AM. We will notify you regarding the rescheduling of the session via e-mail and/or phone call. If you have any questions, please call our main number, 410-402-8575.

PREREQUISITES:

Prerequisites are identified for many of the courses and workshops we offer. They may be viewed as a guide to the participant regarding knowledge or skills needed in order to participate fully and benefit from the course or workshop. Prior to registering for a course or workshop, participants should evaluate whether they possess the knowledge or skills needed to understand the content and participate fully. Participants should not expect the instructor to alter the course material or presentation to accommodate the participants' knowledge or skill gaps.

NON-SMOKING CAMPUS:

We are located on a Non-Smoking campus. There are **NO** approved smoking areas on/or within the Spring Grove Hospital campus. Additionally, you are not permitted to smoke in your car while it is parked or in motion on any part of the Spring Grove Hospital campus.

Office of Workforce Development & Training Course Refund/Credit Request Form		FOR OWDT USE ONLY
All items must be completed in order to process the request:		
Name:		Home Address:
Home Phone:		Work Phone:
Employer/Agency:		
Employer/Agency Address:		
Request is for (please check only one):		
<input type="checkbox"/> REFUND Refund for payment made by Check or Money Order will be sent to the payee at the address provided on this form. Please allow 6 weeks for processing.		<input type="checkbox"/> CREDIT Credit for original paid amount will be issued and is good for 1 year from date of the first class. Credit will expire if not used within the year.
Course Title:		Course Date(s):
Amount Paid:		
Payment Method:		
Personal Check or Money Order Number:		Social Security Number:
Agency Check Number:		Federal ID (FEIN) Number:
MD State Agency--Paid by R*STARS Transfer:		
Cur Doc Number:		Federal ID (FEIN) Number:
Reason for Request:		
Signature of Person Submitting Request:		Date:
Return or Fax to: Office of Workforce Development & Training, Behavioral Health Administration Voc Rehab Building, 55 Wade Avenue, Catonsville MD 21228 Fax: 410-402-8604 Office: 410-402-8575		