

Contact for  
Questions:Becky Ketron  
Training Specialist

Call: 937.328.2729 x290

Email: bketron@clarkdd.org

Please mail or drop off  
registration and  
payment to:Developmental  
Disabilities of Clark  
County  
2527 Kenton St.  
Springfield, OH 45505  
Attn: Training  
Department

## this issue

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## REGISTRATION INFORMATION

Participants **MUST** pre-register before attending class. **If you have not pre-registered, you will not be allowed to attend.** The registration deadline is 5 working days prior to the class date. **No late registrations will be accepted.**

Payment is due at the time of registration (no registrations can be taken over the phone). Make your check or money order payable to Clark County Developmental Disabilities. **Please do not send cash through the mail.** If bringing cash to register, please bring exact change as we do not have petty cash available. If you are registering by mail and wish to receive an email confirmation, please note this request on your registration form. ***Confirmations will NOT be automatically sent.***

Registration fees are **non-refundable**, and **non-transferable**.

Class sizes are limited so register early. Please call ahead to make sure the class you want to attend has available space. Classes with fewer than 5 people registered may be cancelled. If the class is cancelled or moved, participants will be contacted by phone or email at least 24 hours in advance.

Dates, times and locations are subject to change. Vending machines are available in most locations and participants are welcome to bring drinks or snacks to class with them (except for the Town & Country Computer Lab where no food or drinks are allowed)

All Clark County Board of Developmental Disabilities buildings are smoke-free and in addition, the Town & Country Early Childhood Center is a smoke-free campus. No smoking is allowed anywhere on its grounds, including the parking lot.

It is difficult to control room temperature to everyone's comfort level. We suggest you dress in layers that can be adaptable to warm and cool temperatures.

CEUs are available for all sessions listed in this calendar unless otherwise noted.

**There is a \$5.00 (each) fee for reprinting lost certificates.**

**Please Note:** First Aid/CPR and "Do the R.I.G.H.T. Thing" contain maneuvers and interventions that require varying degrees of mobility and physical activity. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the trainers before the class begins. Questions or concerns can be directed to Becky Ketron at 328-2729 x 290.



## Becoming a Waiver Service Provider

Providers of services to people with developmental disabilities may be self employed individuals or agencies.

An individual or organization may become certified as a Supported Living provider to provide Medicaid and/or non-Medicaid funded services to individuals with developmental disabilities living in their own homes or as a provider of waiver services.

Because the health and safety of people receiving these services is of the utmost importance, the Ohio Department of Developmental Disabilities (DODD) must certify agencies and or individuals that provide services.

Applications are carefully reviewed on an individual basis, and must include documentation that the applicant meets all qualifications and standards to become certified. An individual or agency is prohibited from providing any service until certification is obtained from the DODD.



## New Provider Training

What Does it Mean to be a Waiver Provider?

Overview of Providing HCBS Services

Cost: \$8.00

During this comprehensive training session, you will learn about the process for becoming certified by the Ohio Department of Developmental Disabilities, the requirements prior to becoming certified, and the responsibilities of waiver providers while performing their duties.

It is strongly recommended that those wishing to become certified attend this session before registering for or attending the other provider courses.

This course is required prior to application to the DODD.

Date	Time	Location
Tuesday, January 10, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, January 31, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, March 06, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, April 03, 2012	12:30 p.m. - 4:30 p.m.	ADM
Wednesday, May 16, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, June 05, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, July 03, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, July 31, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, September 04, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, October 02, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, October 23, 2012	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, November 27, 2012	12:30 p.m. - 4:30 p.m.	ADM

## Save time and effort

While you can sign up for each of these classes individually, you may have noticed that some are scheduled back-to-back.

*Introduction to Serving Individuals with Developmental Disabilities* is paired up with both *Universal Precautions* and *Individual Rights & MUIs*

**This is purposeful** as an effort to help you make the most of the time spent in training. Rather than have each class on a different day/time, we've combined them to make the most of both your time as a participant and our time in teaching.

You are welcome to take the classes all together on the same day, or split them up; whatever works with your busy schedule!

**None of these dates/times work for you?**

Online versions of these courses are available through other vendors:

[www.oacbdd.org](http://www.oacbdd.org)  
[www.ceucertificates.com](http://www.ceucertificates.com)



## New Waiver Provider Training

### Introduction to Serving Individuals with Developmental Disabilities AND Universal Precautions

This course is required prior to application to the DODD.

**Cost: \$4.00**

Date	Time	Location
Monday, January 23, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, February 13, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, March 19, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, April 16, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, May 14, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, June 18, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, July 16, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, August 13, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, September 17, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, October 15, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, November 05, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A
Monday, December 10, 2012	12:30 p.m. - 2:30 p.m.	Buckeye A

### Individual Rights AND Incidents Adversely Affecting Health & Safety (MUI/UI)

This course is required prior to application to the DODD.

**Cost: \$4.00**

Date	Time	Location
Monday, January 23, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, February 13, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, March 19, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, April 16, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, May 14, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, June 18, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, July 16, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, August 13, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, September 17, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, October 15, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, November 05, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A
Monday, December 10, 2012	2:30 p.m. - 5:00 p.m.	Buckeye A

## New Waiver Provider Training

Those interested in becoming DODD certified providers of waiver services are required to complete at least 8 hours of training in the following topics:

- Overview of Providing HCBS Waiver Services
- Introduction to Serving Individuals with Developmental Disabilities
- Universal Precautions
- Individual Rights & MUIs (Incidents Adversely Affecting Health & Safety)

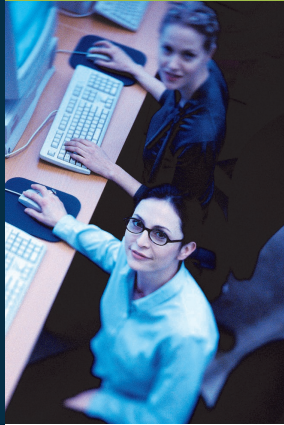
Additionally, they must hold valid First Aid and CPR certifications which are not included in the 8 hours.

Those applying to become providers must also hold or obtain:

- Proof of age
- Valid Driver's License or other Government ID
- Current (within the last 12 months) BCII and/or FBI background check
- High School diploma or GED
- Valid Social Security number

Additionally, those applying to provide Transportation services must hold or obtain:

- Valid Driver's License
- Proof of insurance coverage
- Driver's Abstract



## New Waiver Provider Training

### Completing the HCBS Waiver Provider Application

Cost: \$4.00

Due to space and equipment availability, this class is limited to 9 people.

This class is NOT required for new or renewing providers and CEUs are not offered.

Date	Time	Location
Tuesday, January 17, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, February 07, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, March 13, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Monday, April 9, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, May 22, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, June 12, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, July 10, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, August 07, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, September 11, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Wednesday, October 03, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, October 30, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab
Tuesday, December 04, 2012	8:30 a.m. - 11:00 a.m.	Town & Country Computer Lab



Prior to attending this session, participants should visit the following website and create a user account. This will help speed the process as this class will take you through the application process step-by-step.

<https://doddportal.dodd.ohio.gov/PRV/certification/Pages/default.aspx>

During this session, you will be able to electronically submit your application to the Ohio Department of Developmental Disabilities. You should bring with you:

- Your email address and password
- A credit or debit card, or your bank account number

## Important Notes

Our First Aid/CPR/AED classes follow the Workplace Standard outline. This means that Infant/Child First Aid and CPR are not included.

Each class includes both First Aid and CPR. The class cannot be "split" and only one component taken. In order to receive CEU credit and a certification card, you must attend the entire class and pass the written and practical tests.

Those participants without a currently valid certificate must take the BEGINNER CLASS. A certificate is considered valid as long as it has not expired for more than 30 days.

The REVIEW CLASS is for participants who currently hold a valid Red Cross Certificate and need to renew it.

This class requires varying degrees of mobility and physical activity to demonstrate the skills. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the instructors before the class begins.

Please see page 1 for registration information.



**American  
Red Cross**

## Adult First Aid/CPR/AED

**BEGINNER**

**Cost: \$34.00**

Date	Time	Location
Wednesday, January 25, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, February 15, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, March 21, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, April 18, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, May 16, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, June 20, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, July 18, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, August 15, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, September 19, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, October 17, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, November 07, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B
Wednesday, December 12, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A & B

**REVIEW**

**Cost: \$26.00**

Date	Time	Location
Monday, March 12, 2012	2:00 p.m. - 4:00 p.m.	Buckeye A & B
Thursday, March 15, 2012	9:00 a.m. - 11:00 a.m.	Buckeye A & B
Wednesday, March 28, 2012	1:00 p.m. - 3:00 p.m.	Buckeye A & B
Friday, March 30, 2012	<del>6:00 PM - 8:00 PM</del>	Buckeye A & B
Friday, April 06, 2012	7:00 a.m. - 9:00 a.m.	QUEST
Friday, April 06, 2012	9:30 a.m. - 11:30 a.m.	QUEST
Thursday, April 12, 2012	1:30 p.m. - 3:30 p.m.	Buckeye A & B
Thursday, April 12, 2012	<del>4:00 p.m. - 6:00 p.m.</del>	Buckeye A & B
Thursday, April 12, 2012	<del>7:00 PM - 9:00 PM</del>	Buckeye A & B
Wednesday, April 25, 2012	7:00 a.m. - 9:00 a.m.	Buckeye A & B
Wednesday, April 25, 2012	9:30 a.m. - 11:30 a.m.	Buckeye A & B
Friday, May 04, 2012	7:00 a.m. - 9:00 a.m.	Buckeye A & B
Tuesday, May 08, 2012	10:00 a.m. - 12:00 p.m.	Buckeye A & B
Tuesday, May 08, 2012	1:00 p.m. - 3:00 p.m.	Buckeye A & B
Tuesday, May 08, 2012	8:00 PM - 10:00 PM	Buckeye A & B
Wednesday, June 13, 2012	8:00 a.m. - 10:00 a.m.	Buckeye A & B
Wednesday, June 13, 2012	10:30 a.m. - 12:30 p.m.	Buckeye A & B
Wednesday, June 13, 2012	1:00 p.m. - 3:00 p.m.	Buckeye A & B
Friday, August 24, 2012	12:00 p.m. - 2:00 p.m.	QUEST
Friday, August 24, 2012	2:30 p.m. - 4:30 p.m.	QUEST
Friday, October 19, 2012	7:00 a.m. - 9:00 a.m.	Buckeye A & B
Friday, October 19, 2012	9:30 a.m. - 11:30 a.m.	Buckeye A & B
Thursday, November 15, 2012	10:00 a.m. - 12:00 p.m.	Buckeye A & B

## About Continuing Education

These sessions are optional and can assist the currently-certified provider in obtaining the 8-hours of training necessary to maintain their certification.

Please see page 1 for registration information.

## Continuing Education

Topic	Date	Time	Location	Cost
<b>Doing Our Best Work</b>	April 10, 2012	2:00 p.m.—4:00 p.m.	Activity Center	\$15.00
<p>What are the beliefs and practices that lead to a higher degree of quality support for individuals with developmental disabilities? This 2-hour training will review the 10 ingredients of Quality Support. <b>Presented by Peter Leidy</b> (A national speaker and motivator, for almost 20 years he worked for a supported living agency in Madison, Wisconsin. His roles included direct support, service coordination, recruiting and supporting direct service staff, community building, and administrative responsibilities. Peter consults with individuals, families, organizations, counties, and states in areas such as supported living, self-determination, and positive behavior support. Peter also writes and sings humorous and thought-provoking songs about life in the human service system.) <b>CEUs approved.</b></p>				
<b>Best Practices in Financial Management; the Do's &amp; Don'ts When Handling Individual's Finances</b>	May 17, 2012	9:00 a.m.—11:00 a.m.	Buckeye A	\$4.00
<b>Best Practices in Financial Management; the Do's &amp; Don'ts When Handling Individual's Finances</b>	October 18, 2012	9:00 a.m.—11:00 a.m.	Buckeye A	\$4.00

04/02/12 — Classes will be added as they are confirmed. As the calendar is updated, it will be posted to our website [www.clarkdd.org](http://www.clarkdd.org) (click on the Provider page).

Provider Network Meetings (open to all providers to attend)

There is no cost to attend the meetings and no need to pre-register or RSVP.

CEUs are not offered during these meetings.

Date	Time	Location
Friday, February 10, 2012	9:30 a.m.—11:30 a.m.	Buckeye A & B
Friday, April 20, 2012	9:30 a.m.—11:30 a.m.	Buckeye A & B
Friday, June 15, 2012	9:30 a.m.—11:30 a.m.	Buckeye A & B
Friday, August 17, 2012	9:30 a.m.—11:30 a.m.	Buckeye A & B
Friday, October 26, 2012	9:30 a.m.—11:30 a.m.	Buckeye A & B



## Collaborative Agencies

Agencies who are part of our “Do the R.I.G.H.T. Thing” Collaborative do not have to pay the registration fees for their staff to attend the “Do the R.I.G.H.T. Thing” series, including the Annual Review.

- Champaign County Board of Developmental Disabilities
- Champaign Residential Services, Inc (CRSI)
- Choices in Community Living
- Community Mercy Home Health Care
- Self Reliance
- Madison County Board of Developmental Disabilities
- TAC Enterprises

These classes require varying degrees of mobility and physical activity to demonstrate the skills. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the instructors before the class begins.

Please see page 1 for registration information.



## Do the R.I.G.H.T. Thing

The three (3) “Do the R.I.G.H.T. Thing” modules (Intro, Core, Specialized) must be taken in order. Each module builds on the previous class. Participants will be responsible for keeping their handouts and documentation and bringing these to each class.

### INTRO

Cost: \$5.00

Date	Time	Location
Tuesday, January 24, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, February 14, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, March 20, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, April 17, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, May 15, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, June 19, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, July 17, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, August 14, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, September 18, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, October 16, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, November 06, 2012	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, December 11, 2012	12:30 p.m. - 4:30 p.m.	Town & Country

### CORE

Cost: \$5.00

Date	Time	Location
Wednesday, January 25, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, February 15, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, March 21, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, April 18, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, May 16, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, June 20, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, July 18, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, August 15, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, September 19, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, October 17, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, November 07, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, December 12, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A

## Collaborative Agencies

Agencies who are part of our "Do the R.I.G.H.T. Thing" Collaborative do not have to pay the registration fees for their staff to attend the "Do the R.I.G.H.T. Thing" series, including the Annual Review.

- Champaign County Board of Developmental Disabilities
- Champaign Residential Services, Inc (CRSI)
- Choices in Community Living
- Community Mercy Home Health Care
- Self Reliance
- Madison County Board of Developmental Disabilities
- TAC Enterprises

These classes require varying degrees of mobility and physical activity to demonstrate the skills. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the instructors before the class begins.

Please see page 1 for registration information.

## Do the R.I.G.H.T. Thing (con't)

**SPECIALIZED**

**Cost: \$5.00**

Date	Time	Location
Thursday, January 26, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, February 16, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, March 22, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, April 19, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, May 17, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, June 21, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, July 19, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, August 16, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, September 20, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, October 18, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, November 08, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, December 13, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A

## ANNUAL REVIEW

**Cost: \$5.00**

This class is taken approximately one year after completing the "Do the R.I.G.H.T. Thing" Specialized Module. All three modules must be completed before taking the Annual Review class.

Date	Time	Location
Thursday, January 19, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Tuesday, January 31, 2012	9:00 a.m. - 1:00 p.m.	Buckeye A
Wednesday, February 08, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Monday, February 27, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, March 09, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Tuesday, March 27, 2012	9:00 a.m. - 1:00 p.m.	Buckeye A
Wednesday, April 11, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Tuesday, April 24, 2012	9:00 a.m. - 1:00 p.m.	Buckeye A
Thursday, May 10, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Tuesday, May 22, 2012	7:00 a.m. - 11:00 a.m.	Town & Country
Thursday, June 07, 2012	6:00 PM - 10:00 PM	Buckeye A
Wednesday, June 27, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Tuesday, July 10, 2012	12:00 p.m. - 4:00 p.m.	Buckeye A
Thursday, July 26, 2012	8:00 a.m. - 12:00 p.m.	Buckeye B
Tuesday, August 07, 2012	7:00 a.m. - 11:00 a.m.	Buckeye A
Thursday, September 13, 2012	9:00 a.m. - 1:00 p.m.	Buckeye A
Tuesday, September 25, 2012	3:00 p.m. - 7:00 p.m.	Buckeye A
Wednesday, October 03, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Tuesday, October 30, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, November 14, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, November 29, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Friday, December 07, 2012	8:00 a.m. - 12:00 p.m.	Buckeye A
Wednesday, December 19, 2012	12:30 p.m. - 4:30 p.m.	Buckeye A

**CLARK COUNTY  
BOARD OF  
DEVELOPMENTAL  
DISABILITIES  
PROGRAM LOCATIONS**



**DEVELOPMENTAL  
DISABILITIES**  
OF CLARK COUNTY  
WHERE PEOPLE GROW

**E. MAIN STREET**

**E. HIGH STREET**

**EAST STREET**

**VAN BUREN AVENUE**

**KENTON STREET**

**S. BURNETT ROAD**

Town & County Early  
Childhood Center  
2430 Van Buren Ave.

Community Living  
Services  
2527 Kenton St.

Activity Center

Administrative  
Services  
2527 Kenton St.  
Human Resources  
Fiscal  
Compliance

F.F. Mueller  
Residential Center  
2535 Kenton St.

**SUNSET AVENUE**

**SELMA ROAD**

**S. BURNETT ROAD**

**Town & Country**  
Town & Country Early Childhood Center  
2430 Van Buren Ave.

**ADM**  
Administration Conference Room  
F. F. Mueller Campus  
2527 Kenton St.

**Buckeye & Cardinal Rooms**  
Activity Center  
F.F. Mueller Campus  
2527 Kenton St.

**QUEST**  
110 W. Leffel Lane

**S. LIMESTONE STREET Rt. 72**



QUEST Adult  
Services  
110 W. Leffel  
Lane

Transportation  
50 W. Leffel  
Lane

**W. LEFFEL LANE**

**E. LEFFEL LANE**

**I-70**

# Developmental Disabilities of Clark County Class Registration

Please complete one form for each person registering.

Name:	Daytime Phone:
Address:	City:
Zip Code:	Email:

**Please check which class(es) you would like to attend:**

### REQUIRED classes (prior to becoming a certified provider)

Class Title	Cost per person	Date	Time / Location
<input type="checkbox"/> Overview of Providing HCBS Waiver Services	\$8.00	Date:	Time:
<input type="checkbox"/> Overview of Serving Individuals with Developmental Disabilities AND Universal Precautions	\$4.00	Date:	Time:
<input type="checkbox"/> Individual Rights & MUIs	\$4.00	Date:	Time:
<input type="checkbox"/> Adult First Aid/CPR/AED BEGINNER	\$34.00	Date:	Time:
<input type="checkbox"/> Adult First Aid/CPR/AED REVIEW	\$26.00	Date:	Time:

### OPTIONAL Classes

Class Title	Cost per person	Date	Time / Location
<input type="checkbox"/> Completing the HCBS Waiver Provider Application	\$4.00	Date:	Time:
<input type="checkbox"/> Do the R.I.G.H.T. Thing Intro	\$5.00	Date:	Time:
<input type="checkbox"/> Do the R.I.G.H.T. Thing Core	\$5.00	Date:	Time:
<input type="checkbox"/> Do the R.I.G.H.T. Thing Specialized	\$5.00	Date:	Time:
<input type="checkbox"/> Do the R.I.G.H.T. Thing Annual Review	\$5.00	Date:	Time:
<input type="checkbox"/> Other (write title of class below):	\$	Date:	Time:
<input type="checkbox"/> Other (write title of class below):	\$	Date:	Time:
Total enclosed:		\$	

**For office use only:**

Cash <input type="checkbox"/>	Check	Date rc'vd:	Rc'vd by:	Entered DB/SI:	Date fiscal:
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Remove this portion for your records:

- The registration deadline is 5 working days prior to the class date and are accepted on a first-come, first-served basis. No late registrations will be accepted. Call ahead to make sure the class you are registering for is still open.
- Payment is due at the time of registration. Make your check or money order payable to Clark County Developmental Disabilities. Please do not send cash through the mail. If paying in person with cash, please bring the exact amount as we do not have petty cash on site.
- Registration fees are non-refundable and non-transferable.
- Classes with fewer than 5 people registered may be cancelled. If the class is cancelled, you will be contacted by phone or email at least 24 hours in advance and allowed to transfer your registration to another class.
- CPR and "Do the RIGHT Thing" contain maneuvers and interventions that require varying degrees of mobility and physical activity. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the trainers before the class begins. Questions or concerns can be directed to the HR Department at 328-2729.

Please mail or drop off registration and payment to:  
 Clark County Developmental Disabilities  
 2527 Kenton St.  
 Springfield, OH 45505  
 Attn: Training Department

Questions? Please call (937) 328-2729 x 290