Champlain Valley Educational Services
Instructional Services Center
14 Area Development Drive, Suite 100, Plattsburgh, NY 12901 (518) 561-0100

Identification and Reporting of Child Abuse and Maltreatment 2011-12

Pre-registration and pre-payment are required

Chapter 544 of the Laws of 1988 established the requirement that classroom teachers, pupil personnel service professionals, administrators, supervisors and other certified or licensed school professionals complete two (2) hours of class work or training regarding the identification and reporting of child abuse and maltreatment. The Law states that a person applying for license, certification or permit on or after January 1, 1991 must provide documentation that he or she has completed the required training.

Two copies of the certificate of completion will be mailed to participants following attendance at the course. One is for your personal records; the other should be submitted to the State Education Department upon application for license or renewal of certificate. A third copy will be kept on file at the Instructional Services Division in Plattsburgh for five (5) years. The course registration fee is $35.00 which includes instruction, program materials and maintenance of records.

Cost: $40.00 - must be paid in advance by money order or cashier's check (payable to **BOCES Treasurer**), or in cash.
NO PERSONAL CHECKS CAN BE ACCEPTED

To register for this course:
• Complete the registration form indicating your desired workshop date
• Mail form with your $40.00 payment to our mailing address:
Instructional Services Center, Champlain Valley Educational Services, PO Box 455, Plattsburgh, NY 12901
• You may also register in person 8:30 am – 3:30 pm at the ISC offices at 14 Area Development Drive Suite 100, Plattsburgh
• A card confirming registration will be mailed to participants

Please Note: This training requires two full hours of classroom instruction, no late arrivals or walk-ins will be allowed in the session.
All workshops are held on a Wednesday – Sign-in: 3:30 pm; Training: 4:00 – 6:00 pm

Please cut and return the bottom portion of this sheet to register for this course.

Registration Form

Identification and Reporting of Child Abuse and Maltreatment

Pre-Registration and Pre-Payment of $40.00 are required

Circle desired workshop date – all are scheduled on a Wednesday:

Aug. 10, 2011 Summer Hours: 3:00 - 5:00 pm
Sept. 14, 2011
Nov. 9, 2011
Jan. 11, 2012
Apr. 4, 2012
May 2, 2012

Times for all sessions (except Aug. 10):

Sign-in: 3:30 p.m.
Training: 4:00 – 6:00 p.m.

Late arrivals will not be admitted

Name: _____
(Please print or type your name exactly as it appears or will appear on your License/Certificate)

Street Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____ **Date of Birth:** / / (month day year)

Mail to: **Workshop Registration**
Instructional Services Center
Champlain Valley Educational Services
PO Box 455
Plattsburgh, NY 12901

Do not fax this form – ISC must receive your payment before your registration can be confirmed