

Please list in order of preference the IMPACT Leader Certification Course according to date/location you desire to attend:

Course 1	
Course 2	
Course 3	

Registration: Must be e-mailed to **SSRegistrar@dhs.ga.gov**. Space is limited to 20 participants per class. There will be no provision for on-site registration or payment. DFCS supervisors should use the online registration system to register DFCS staff, foster parents, and contractors for this class. Child Placing Agencies and Foster Home Development (FHD) Contractors (Corporate or Individual) should use the attached form to register for this class.

Your registration will not be completed until your check has been received and processed by the Registrar. Please note that you are asked to submit three choices for your class in order of preference. If your first choice is full when your check is received, you will be registered into your second choice and so forth. You will be notified by the Registration System once your information has been confirmed and placed into the system.

Pre-Requisite for Individual FHD Contractors (Corporate or Individual): Individuals who desire to serve as contractors with the Division to provide pre-service training or complete initial assessments on foster, adoptive, and relative caregivers, must attach the required prior approval received from the Regional Contract Coordinator along with the submission of this application and payment. Please find the memorandum outlining those pre-requisites here. *Failure to include the prior approval will result in delay or subsequent denial of your registration application.*

Fee: The registration fee is \$175 for the 5 day class for both Child Placing Agency staff and Individual FHD contractors. ***All checks and money orders should be made payable to HROD/DHS. *** Please ensure that the name of the registrant is written on the check or money order. Please forward your payment to:

Elena M. Santiago, SS Registrar
Re: IMPACT Leader Certification
DHS Education and Training Services
2 Peachtree Street, NW, 8th floor
Atlanta, GA 30303-3142, 404-670-7697(office)
Email: SSRegistrar@dhs.ga.gov

Confirmation Letters: Confirmation letters will be generated by the computer once your registration form and fee have been processed

Cancellation Policy: If you are unable to attend the training, please e-mail our registration office at **SSRegistrar@dhs.ga.gov**.