



Georgia Department of Human Services
Division of Family & Children Services

Brian P. Kemp
Governor

STATE OF GEORGIA
Division of Family and Children Services

Candice Broce
Commissioner

NTDC Train-the-Trainer
Registration Form

Please complete the form in its entirety!

Registration For: Child Placing Agency (CPA) Employee Individual Foster Home Development (FHD) Contractor
 Foster Parent

Name: _____
First MI Last

Title: _____

Email: _____ Phone: _____

SUPERVISOR INFORMATION

Name Phone

Email

AGENCY INFORMATION

Name

Address

City/State/Zip

Please list in order of preference the NTDC Train-the-Trainer Course according to date/location you desire to attend:

| | |
|-----------------|--|
| Course 1 | |
| Course 2 | |
| Course 3 | |

Registration: Must be emailed 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 **IOTISLMS** 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. Note that this is for NTDC Train-the-Trainer only. SAFE is a separate registration process.

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 receive a system generated confirmation once your registration has been successfully processed.

Prerequisite for Individual FHD Contractors (Corporate or Individual): Individuals who desire to serve as contractors with the Division to provide pre-service training must attach the required prior approval received from the CRRU Director or designee along with the submission of this application and payment. For more information regarding prerequisites for becoming a Home Development Contractor please visit the following link: **Becoming a Home Development Contractor** *Failure to include the prior approval will result in delay or subsequent denial of your registration application.*

Fee: The registration fee for NTDC Train-the-Trainer is \$75.00 for the 5-day training 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
Re: NTDC Train-the-Trainer Course
DHS Training & Professional Development Unit
47 Trinity Avenue SW
Atlanta, GA 30334
Email: SSRegistrar@dhs.ga.gov

Confirmation Letters: System generated confirmation emails will go out to all participants upon registration.

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