



Brian 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:

| | |
|-------------------|--|
| 1st Choice | |
| 2nd Choice | |
| 3rd Choice | |

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 employees should use the [IOTIS LMS](#) to register their staff, foster parents, and contractors for this class.

Child Placing Agencies and Foster Home Development (FHD) Contractors (Corporate or Individual) should use this registration form to register. Note that this is for NTDC Train-the-Trainer only. SAFE training is a separate registration process.

Please note that you are asked to submit three choices for your class session, in order of preference. If your first choice is full when your request is received, you will be registered into your second choice and so forth.

A system generated confirmation email will be sent to all participants upon registration.

Cancellation Policy: All registration for NTDC TTT is non-refundable. If your registration is cancelled for any reason, a credit will be given for any registration fees already paid. This credit may be used to attend another session or to transfer registration to another individual. Credits will expire six months from the time of cancellation. No credit will be given for cancellations received less than five business days before the start of the training. Email SSRegistrar@dhs.ga.gov for all rescheduling/cancellations.

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 approval received from the CRRU Director or other designated CRUU staff member along with the submission of this application and payment.

Please visit [Becoming a Home Development Contractor](#) for more information.

Failure to obtain approval will result in a delay or denial of your registration application.

Fee: The registration fee for the 5-Day NTDC TTT Training is \$75 per participant. This includes 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 participant is written on the payment.

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