



CONTRACTORS AND COMMUNITY PARTNERS

Registration Form

To be used *only the First Time* you register for a CCL Course

Use this form the *first time* you register for a CCL course. After the OHR staff has entered your first registration into the database, you will be able to *register for future training using the Automated Training Line*.*

YOUR NAME (PRINT): _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

This number is used as a unique identifier to track your training. If you would prefer not to fax or email your social security number, please email the completed form and follow-up with a phone call to Michaela Johnson, 240-777-5063.

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

YOUR DIRECT PHONE #: _____ FAX #: _____

With Voicemail or recording capability – No extensions please. Special Notifications/Reminders about this class may be broadcast by an automated telephone system which requires direct voicemail delivery.

TITLE OF CLASS: _____

CLASS ID #: _____ CLASS DATE: _____

REGISTRATION OPTIONS:



EMAIL REGISTRATION: Michaela.johnson@montgomerycountymd.gov



FAX REGISTRATION: Training and Organizational Development, Office of Human Resources 240-777-5128



AUTOMATED TELEPHONE LINE: Call 240-777-5122.

SPECIAL ACCOMODATOINS: OHR will make every effort to provide accessibility to training opportunities for individuals with disabilities. To request accommodations, please call 240-777-5063 at least two weeks prior to the class starting date.

QUESTIONS ONLY: 240-777-5063 or 240-777-5116

ELIGIBILITY FOR CONTINUING EDUCATION UNITS (CEUs)

Participants are expected to be on time and to complete the entire class. If you miss any portion of the class, you must notify your supervisor. Failure to attend the entire class will result in you not receiving Continuing Education Units (CEUs) for the class.

Montgomery County Office of Human Resources (MCOHR) is approved and authorized by the Maryland Board of Social Work Examiners to provide Continuing Education Credits and maintains responsibility for this program. MCOHR is in voluntary compliance with the continuing education standards set by the National Association of Social Workers. MCOHR is recognized by the National Board of Certified Counselors to offer continuing education for National Certified Counselors, provider #6080, and adheres to NBCC Continuing Education Guidelines.