

NOTE: only complete and fax/mail this form if you cannot access the NetLearning Student Interface on-line registration listed on Page 4 in the Division of Developmental Disabilities Training Events Catalog on the DHS website www.dhs.state.il.us

Training Registration Form Division of Developmental Disabilities



The Department of Human Services and/or the on-site Trainer reserves the right to deny CEU credits to those arriving late or leaving early. No partial credit is given. *Due to space limitations the number of enrollments from each agency may be limited.*

Please complete one form per person below.

PLEASE TYPE OR PRINT LEGIBLY

Trainee Name (required):		Professional License# (if applicable):	
Agency Name:			
Agency Street Address:			
City		State	Zip
Phone (required):	Fax (if available):	E-mail address (if available):	
Name of Training Session Attending: (required):		Training Date(s) (required):	
Training Session City Location (required):		<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">WAITING LIST NOTICE</div>	
<i>Reasonable Accommodation Request:</i> All attempts will be made to honor a request if received <u>10 days</u> in advance of attending a training session.		Failure to cancel a training registration prior to the scheduled training event may result in your agency's staff being placed on a waiting list for future trainings that are over-booked.	
Please mail or fax your completed registration form to:			
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <small>Illinois Department of Human Services</small> </div> <div style="text-align: center;"> Division of Developmental Disabilities Bureau of Quality Management, Quality Enhancement Section Training Registrar 319 East Madison, Suite 4J, Springfield, Illinois 62701 Voice: 217-557-6257 or TTY: 217-782-2304 Fax: 217-782-9444 or Alternate Fax: 217-782-0012 </div> <div style="text-align: center;">  <small>Illinois Department of Human Services</small> </div> </div>			

**CONSIDER THIS REGISTRATION FORM YOUR CONFIRMATION
UNLESS YOU ARE NOTIFIED BY THE TRAINING REGISTRAR**