**2019 Tacoma**

**Developmental disabilities administration**

**Specialty Training**



Figure 1 Developmental Disabilities Administration Logo

Figure 2 Developmental Disabilitiies Administration Logo

***4 hour Online and 2 Day In-Class Training: 9:00 am – 4:00 pm***

[DDA Tacoma Office, 1305 Tacoma Ave S., Suite 300, Tacoma, WA 98402](https://binged.it/2efAX8C)

There is a new process for completion of the Developmental Disabilities Specialty Training

* Developmental Disabilities Specialty Training is now a four-hour online course with only 2 days of in class training, for a total of 16 training hours.
* To begin the online portion you must be registered for a DD class to get the site address, login and password.
* All four online modules must be completed BEFORE attending the in class portion of the training.
* You must bring the printed and completed study guide from the online portion to the in class training as proof of completing the 4 hours of online modules.
* Training is limited to 25 attendees, and registration will be closed once all openings have been filled.

DD Specialty Training is still a FREE introductory training intended for individuals who support people with developmental disabilities. Specialty Training hours can be used for a possible 16 approved hours see WAC 388-112-0225 and 388-829-0240. You must complete online portions and attend both days, then pass a written test to receive your specialty designation and certificate. Successful completion of this class fulfils the WAC requirement for AFH, Assisted Living homes and Alternative Living providers. This is not an approved CE for Individual Care Providers.

*The meeting site is handicapped accessible and additional assistance or accommodation is available upon request.*

For an internet, listing of all DDD Specialty Trainings offered in the state go to

[DD Specialty Training State List of Classes](https://www.dshs.wa.gov/dda/dda-specialty-training)

**To register email attached registration or…**

**Alternatively, you can send an email stating you want to be registered for the DD Specialty Training, make sure you include in the email the dates you are requesting, location of training, the participants name/s, address/es, phone number/s, and emails to send confirmation and online class info for those attending:**

*Space is limited based on location. It is recommended to sign up for a class at least* ***4 weeks*** *in advance. Any late arrivals will need to reschedule.*

(For questions, not to register, you can call Melody Erickson, DDA, at 253-404-5560)

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There are 4 hours online then classes are Thursday and Fridays each month

To register either email this completed form or put this information into the body of an email.

Participants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide Email to send confirmation notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number in case of last minute changes to training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers Name and City Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle Type of Employment: Adult Family Home, Assisted Living Facility, Companion Home Provider, Alternative Living Provider, DDA Residential Program, Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check box below of class you wish to register for:

 Jan 17-18, 2019

 Feb 14-15, 2019

 Mar 14-15, 2019

 Apr 11-12, 2019

 May 9-10, 2019

 Jun 13-14, 2019

 Jul 11-12, 2019

 Aug 8-9, 2019

 Sept 12-13, 2019

 Oct 10-11, 2019

 Nov 14-15, 2019

 Dec 12-13, 2019

**Please register early as space is limited and the training sessions fill quickly, usually a month in advance. We will email a confirmation, please allow a week to process before calling if you have not received a confirmation.**

**If assistance for persons with disabilities is needed, please give us the information** by writing it in the space below. If you do not receive a confirmation of this request, please contact us. You can call Melody Erickson at 253-404-5560. I need this special accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Don’t forget to bring your registration confirmation, your printed out and completed Study Guide and your picture ID to the class!!Send this registration form via mail, email or fax to:**

**Melody Erickson,** Developmental Disabilities Administration

1305 Tacoma Ave. S., Suite 300, Tacoma, WA 98402

**Fax (253) 597.4368**

**Email–** [**Melody Erickson**](mailto:melody.erickson@dshs.wa.gov)