



COA Training

National Harbor, MD | July 31, 2010 | 9AM–4PM | \$325

How to Prepare for Reaccreditation (HPR)

Come to the “How to Prepare for Reaccreditation” sponsored by the Council on Accreditation and learn about the new Focused Reaccreditation Process to begin January 1, 2010.

HPR is designed to assist already accredited organizations streamline their process and learn the key elements necessary to a successful and stress-free reaccreditation journey.

Training will include:

- A comprehensive overview of the new Focused Reaccreditation Process beginning January 1, 2010. The new process reduces the number of standards organizations seeking reaccreditation need to address in the Self-Study document.
- Eligibility criteria to qualify for the Focused Reaccreditation Process.
- An overview of the most often missed Administration and Management and Service Delivery standards and techniques and strategies on avoiding these stumbling blocks.
- An introduction to the Reaccreditation Milestone Timelines and how to utilize them to maximize the reaccreditation process.
- Training designed to enhance your understand of COA’s rating system and learn how Peer Reviewers assess your capacity to meet the standards.
- An overview of what to expect at the site visit and ideas on how to involve/prepare staff and reduce anxiety.
- All this and more! COA will be happy to answer your questions and concerns.

“ *The training was excellent. The trainer broke it down to understandable ideas and concepts. I know we never would have been able to implement this without this guidance at the onset.*

The training far exceeded my expectations! I expected to be bored and overwhelmed. The trainer did an excellent job in providing clarity and direction.

One of the best trainings I have been to. It actually prepared me to do what I really need to do! Thanks!

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COA TRAINING REGISTRATION

EMAIL	FAX	MAIL	PHONE
trainings@coanet.org Subject: Training Registration *Preferred	(866) 594-5343 Subject: Training Registration *Preferred	Council on Accreditation Attn: Training 120 Wall Street, 11 Floor New York, NY 10005	(212) 797-3000 (866) 262-8088 Ask for "Training Registration"

Fill out ALL blue fields on form. Confirmation will be sent via email. If you do not receive confirmation within one business day of sending registration, please contact COA at trainings@coanet.org or 866-262-8088.

REGISTRANT INFORMATION		
Registrant #1 Full Name		Title
Phone	FAX	Email
Registrant #2 Full Name		Title
Phone	FAX	Email
Organization/Agency Name		
Organization/Agency Address		
City	State/Province	ZIP/Postal Code

TRAINING/WEBINAR COSTS	PAYMENT INFORMATION		
<i>Classroom training costs per person:</i>	<i>I am paying by the following method:</i>		
IAT \$450.00	<input type="checkbox"/> Purchase order number:		
PQI \$450.00	<input type="checkbox"/> Check/money order (payable to "Council on Accreditation")		
HPR \$325.00	<input type="checkbox"/> Credit card – charge my:	<input type="checkbox"/> VISA	<input type="checkbox"/> M/C
	<input type="checkbox"/> AMEX		
	Name of Cardholder		
<i>Webinar costs per event:</i>	Card Number	Expiration Date	
PQI Webinar Series \$200.00	Signature <input type="text"/>		
Other Level 4 webinars \$75.00	Total: \$		
Special Webinar Package (All Level 4 webinars plus the PQI Webinar Series) \$300.00	Name(s) of Training(s) you will be attending:		
	Training Date(s):		
	Notes to COA:		

REGISTRATION POLICY: Please Register Promptly. Completed registration form must be received at COA at least seven (7) days prior to classroom training date and one (1) day prior to webinar. Payment in full is due prior to training. A late registration for classroom trainings incurs a \$50 late registration fee.

CANCELLATION/REFUND POLICY: COA reserves the right to cancel any session with insufficient registration. If COA cancels a classroom training within three (3) weeks of the scheduled event, reasonable and confirmed expenses for travel will be considered for reimbursement. For cancellations received within three (3) weeks of the course, full registration is transferable to another event or to any alternate attendee from your organization. Refund requests must be sent via email, fax, or certified mail, will be honored only if made within a minimum of three (3) weeks prior to an event, and will incur a \$75.00 cancellation fee.

HOTEL ACCOMMODATIONS: Please call or see our website for [hotel accommodation information](#). All hotel information will be sent with the email confirmation.

CEU CREDITS: COA presents a certificate of attendance to each registrant of a classroom training or webinar. In addition, participants with degrees in social work may obtain CEU credits through NASW for all classroom trainings and select webinars. A NASW CEU participant form will be handed out at all classroom trainings. Cost is \$10.00 per training and is payable by check only. Please inquire during registration about CEUs for webinars.

FOR COA ADMIN USE ONLY	<input type="checkbox"/> Training	<input type="checkbox"/> Finance
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