

NM Prevention Workforce Training System

KAMAMA CONSULTING

FY22 OSAP SUB RECIPIENT MEETING

TOPICS TO BE COVERED

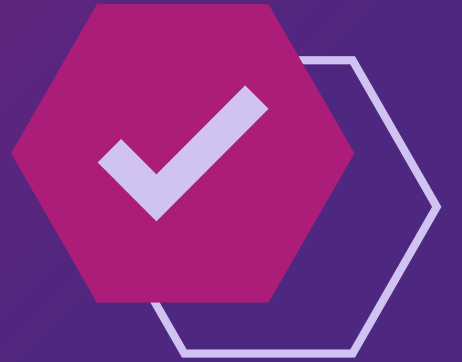


POLICIES



**CONTINUING
EDUCATION HOURS**

**QUARTERLY
EVALUATION**



WEBSITE OVERVIEW



Policies

- Valid registration
- Registration limited
- Cancellation
- Active participation
- Training attendance
- Training incompleteness



CONTINUING EDUCATION HOURS (CEH)



APPROVED CEH PROVIDER

The NM ATODA Prevention Workforce Training System is an approved provider of Continuing Education Hours for the NM Credentialing Board for Behavioral Health Professionals. Our provider number is 1021.

CERTIFICATION CPS & CHES

These Continuing Education Hours are acceptable for the Certified Prevention Specialist (CPS) certification requirements. Training hours may also be applied to Community Health Education Specialist (CHES) certification.

CERTIFICATE OF COMPLETION

If a participant misses more than 15 minutes of a training, no Continuing Education Hours will be awarded. Completing the Post Evaluation is a required activity for every training to receive a Certificate of Completion and CEHs.

POST EVALUATION

Each training has a post evaluation. Post evaluation completions are required in order to receive a certificate of completion.

IMPROVEMENT

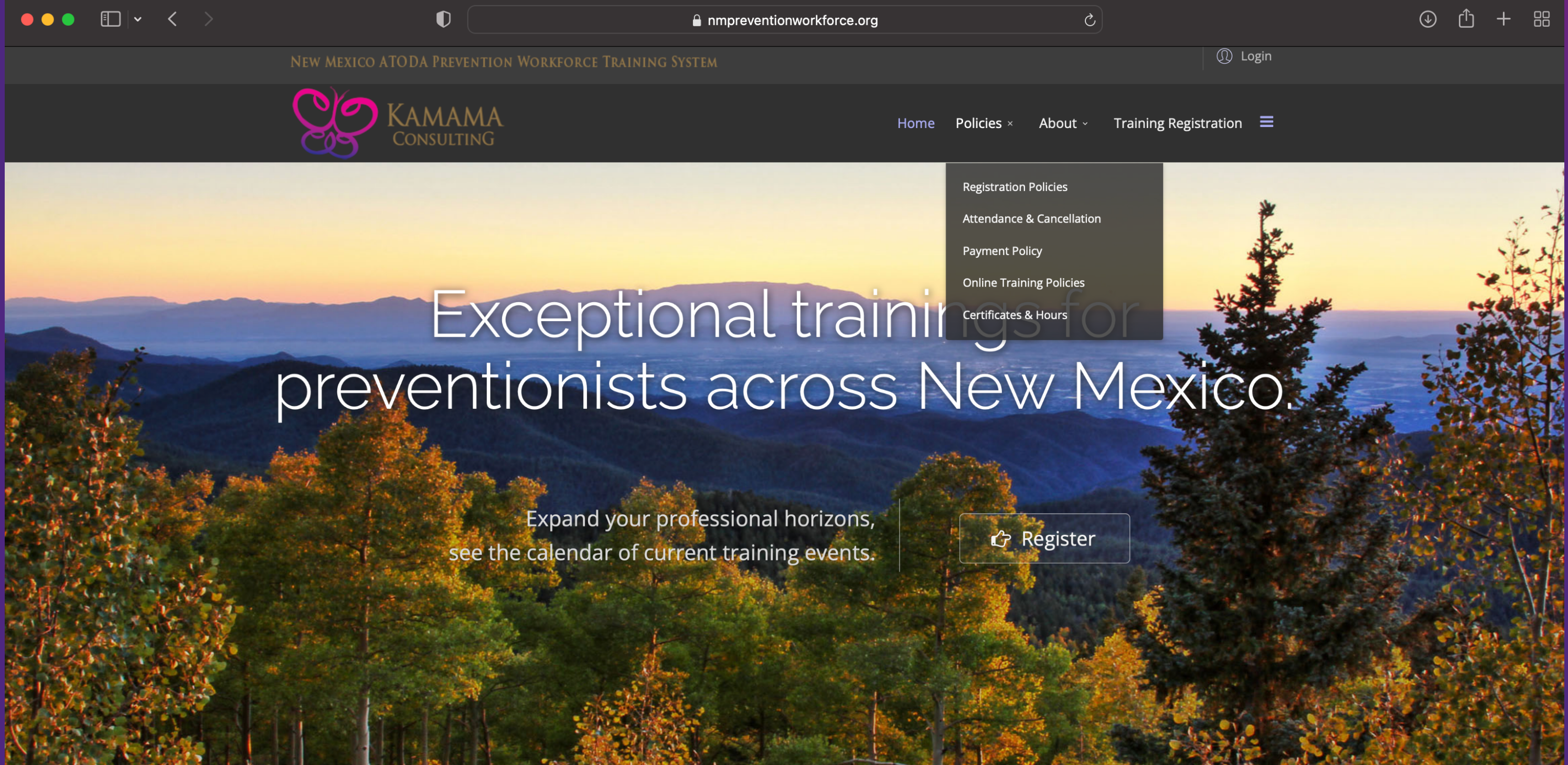
Each evaluation plays a critical role for understanding participant needs and make the training system better.

QUARTERLY EVALUATION

QUARTERLY EVALUATION

Approximately 6 weeks following the completion of each Quarter, participants receive an e-mail with a link to the online quarterly evaluation form.

WEBSITE OVERVIEW



Before you register, you need to be aware of the following:



Core Team

Trainings are free for Core Team members of OSAP providers, otherwise there is a per-workshop fee as indicated in the description.

Check if you are a core team member.



User Account

When you register you will create an account that will allow you to login to see a list of "Your Trainings" you are registered for or to cancel a training. Access "**Your Trainings**" by clicking on your login name in the upper right corner.



Waiting List

If the training below is full, click the **"FULL - Join Waiting List"** button and fill out the form to be added to the WAITING LIST. If an opening comes available, you will be notified by email.



Cancellations

You must cancel your registration within **5 business days** prior to the training to avoid being charged a late cancel fee, equal to the cost of the training. You can cancel on the registration page or by going to "**Your Trainings.**"

Writing an Exceptional Grant Application

Writing a grant is an intense activity that can bring much needed prevention services to your community. This training is designed to provide people with limited grant writing experience an overview of the process of writing an application. Using a sample Notice of Funding Opportunity (NOFO) from the Center for Substance Abuse Prevention (CSAP), crucial information and tasks to write a successful application will be reviewed. You will learn what grant funders look for including writing narrative to meet the evaluation criteria, flagging narrative formatting requirements, incorporating tables to emphasize demographics, and putting a competitive edge on your project narrative, and adhering to proposing allowable activities that can be funded under the legislative act. Project management tips to complete the grant will also be reviewed including assembling a grant project work team, making task assignments, and creating a checklist for the required information, forms, and attachments.

FACILITATOR: Cheryl A.Townsel, S.M.

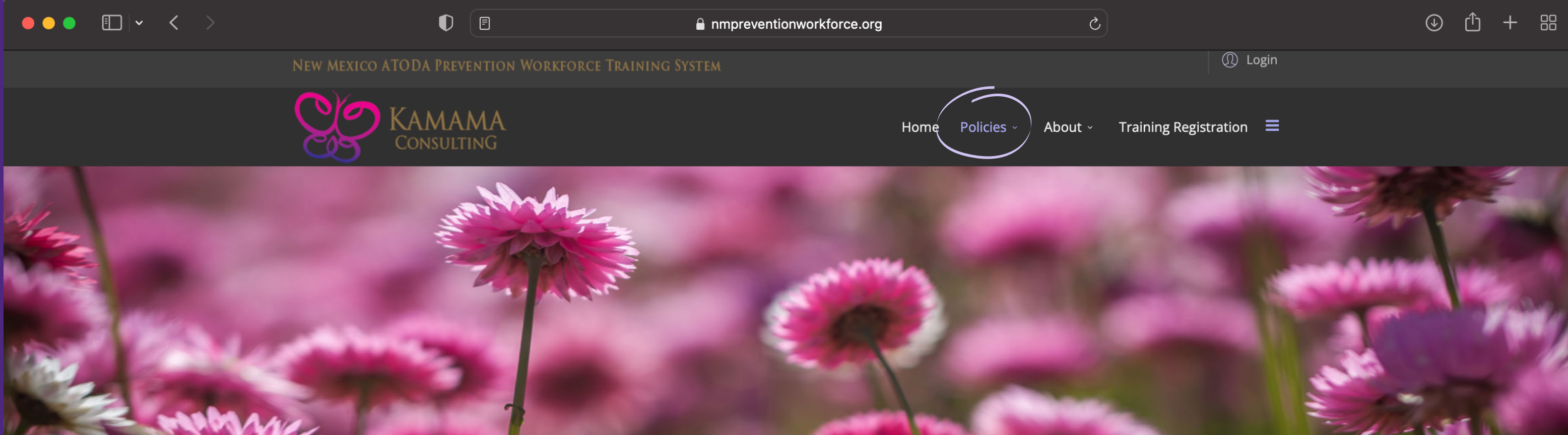
CONTINUING EDUCATION HOURS: 6.6

SESSIONS: Live web-based, Feb. 10-11, 2022 (9:00-12:00 each day)

We are no longer accepting registrations for this event

Training Date & Time	02-10-2022 9:00 am
End Date	02-11-2022 12:00 pm
Cancel Registration Before Date	02-03-2022 11:59 pm
Price	\$170.00
Categories	LIVE WEB-BASED, Advanced Level

Building a Strong Foundation for Your Coalition



Training System Policies

Please familiarize yourself with the policies of the Training System. If you have questions or concerns about any of the policies described here, please contact us. [Contact](#)

Training definitions used throughout the policies.

The Training System offers four different venues of trainings:

- **Online** – self-paced, facilitated trainings offered within the learning management system of the website; generally scheduled for 1 – 2 weeks.
- **Live Web-based** – trainer-led “live” sessions offered via a virtual platform such as Adobe Connect or Zoom; sessions can be all in one day or scheduled over the course of multiple days in approximately 4-hour blocks of time.
- **Hybrid** – a training which is a combination of online and live web-based components.
- **In-Person** – offered in-person; scheduled at a physical location.

General & Registration Policies

You must officially register to attend a training – drop-ins are not allowed. Registrations are required at least three business days before the training. To have a valid registration, you will receive an email confirmation from Kamama Consulting/New Mexico Prevention Workforce Training System. If you do not receive an email confirmation within 24 business hours after registering, please contact us right away so we can check on your registration: 1-505-934-3578 or support@nmpreventionworkforce.org.

[Read All General & Registration Policies](#)

Attendance, Cancellation & No Show Policies

If you do not plan to attend a training, you must cancel at least 5 business days before the training is scheduled to start. If you do not cancel 5 business days prior to the training, you will be charged a late cancellation fee equal to the cost of the training. If you have an outstanding balance with the training system for 90 days or longer, you will

CONTACT

MAILING ADDRESS

Kamama Consulting
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Placitas NM 87043

REGISTRATION AND PAYMENT SUPPORT

kamamaconsulting@gmail.com

ONLINE TRAINING TECHNICAL SUPPORT

ta.nmpreventionworkforce@gmail.com