



**ADDICTION PREVENTION  
AND  
RECOVERY ADMINISTRATION**



*REQUEST FOR TRAINING/TRAVEL  
PRE-APPROVAL REGISTRATION FORM*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name & Location: \_\_\_\_\_

Bus. Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

Training/Conference Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Training: \_\_\_\_\_

Justification for training/travel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please use the reverse side for additional space)

**NOTE:** *TRAINING MUST BE JOB RELATED AND JUSTIFICATION MUST PROVIDE SPECIFICS OF THAT TRAINING AS IT RELATES TO EMPLOYEE'S JOB PERFORMANCE*

Cost of Training \_\_\_\_\_ Registration Fee \_\_\_\_\_ Per Diem \_\_\_\_\_

Hotel Accommodation \_\_\_\_\_ Cost of Airline \_\_\_\_\_

***Approval Signatures***

Supervisor's Name	Supervisor/Office E-Mail Address
( Please Print )	
Supervisor's Signature	The APRA Training Center
Date	Date

***FORWARD THIS FORM TO:***

APRA Training Center  
1300 First Street, NE – Suite 333  
Washington, DC 20002  
Phone: (202) 727-8950  
Fax: (202) 842-0098

[alicia.johnson@dc.gov](mailto:alicia.johnson@dc.gov); [brenda.taswell@dc.gov](mailto:brenda.taswell@dc.gov)

**Please read 2<sup>nd</sup> page of registration form for important information and instruction**

## Registration Policy and Information

**Acknowledgement of the policies stated on this page is a critical step in the registration process. Please read this information in its entirety and sign your name at the bottom of the page. Submit both pages of the Registration Form to the APRA Training Center by the established deadline. Failure to complete this form may result in denial of your request to register for training.**

- ✚ The announcement for the training specifies the level of instruction. Please make sure you have chosen to attend training appropriate for your level of credentials and knowledge of the subject matter.
- ✚ All trainings must be employment related. You must specify how you will use this training in current or future employment in the justification for attendance.
- ✚ All participants must report to the training on time.
- ✚ Participants must attend training sessions in their entirety.
- ✚ All participants are asked to return from breaks and lunch on time.  
-For a training 6 hours or more, participants are customarily given a 15-minute morning break, a 1 hour lunch break, and a 15 minute afternoon break.
- ✚ There will be no cell phone use during the training session. All cell phones should be turned off during the training session. The use of cell phones will be allowed **only** during designated breaks and lunch.
- ✚ Participants will behave in a respectful manner toward the trainer, their fellow trainees, and APRA staff.
- ✚ In addition to the aforementioned guidelines, if the training provides the participants with Continuing Education Units (CEUs), the following additional guidelines will apply:
  - A participant will receive, only the actual number of CEU hours attended. For example, if the participant signs-in at 10:00 am for a 9:00 am training, the credit for attendance will start at 10:00 am not 9:00 am. This is also true when a participant leaves training early or does not return on time after lunch.
  - If the training is scheduled for more than one day, CEUs will be given to participants who complete the training in its entirety. There will be no credit or certificate given for attendance of only one day of two-day training.
  - CEUs will not be issued to participants who fail to complete an evaluation form after the training session has ended or who fail to perform activities to receive the CEUs.

I acknowledge and agree to comply with the above instruction and policy.

---

Print your name clearly

---

Signature

---

Date