



Specialized Training Approval Out-of-State Conferences

Staff members seeking specialized training approval for workshops attended at out-of-state conferences may do so by providing documentation in one of two ways:

- ODJFS 1307 Inservice Training form completed by workshop presenter. The participant will need to take the in-service training form with them to the conference and ask the presenter to complete the form at the conference. Participant must also provide copies of handouts received at the workshop and a copy of the description of the workshop found in the conference brochure.

A copy of the ODJFS 1307 Inservice Training form can be found at:
<http://www.odjfs.state.oh.us/forms>.

- A copy of CEUs received for attending the workshop/conference.