

DATE: 3-12-19

TRAINING APPROVAL/CONFIRMATION FORM

Please complete this form and provide to your supervisor at least two weeks prior to the start of the training you plan on attending. **NOTE THAT PRE-APPROVAL IS REQUIRED PRIOR TO REGISTERING FOR ALL TRAININGS.** Please keep a copy for your files and provide a copy to your supervisor. PCTI does not need a copy. For external trainings that do not provide certificates of completion, supervisors can use this form to provide confirmation that the training has been completed by their staff.

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| First Name: <u>THEBE</u> | Last Name: <u>DANG</u> |
| Job Title: <u>CLUBHOUSE SPECIALIST</u> | Program/Site: <u>SANTA FE SOCIAL CLUBHOUSE</u> |
| Divisional Director: <u>MARC JUDID</u> | Division: <u>NORTH EAST DIVISION</u> |
| Supervisor Name: <u>MARRICIO CRUZ</u> | |

What is your primary reason for attending? (Select box below)

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Required for license/license renewal |
| <input type="checkbox"/> | Required for management/professional development |
| <input type="checkbox"/> | Required Culturally Responsive training |
| <input type="checkbox"/> | Mandatory training |
| <input checked="" type="checkbox"/> | Other (Specify) <u>SUPERVISOR REQUESTED TRAINING</u> |

Please list the Desired Training(s)

- 1 Training Name: DMH CULTURAL COMPETENCY PART 1
 Date: 2-21-2019 Time: 9:00AM # of Hours: 1.5 Location: CLUBHOUSE
 Pacific Clinics Training Pacific Clinics Webinar
 Non-Pacific Clinics In-Person Training Non-Pacific Clinics Webinar Non-Pacific Clinics self-paced online module

- 2 Training Name: DMH CULTURAL COMPETENCY PART 2
 Date: 2-21-19 Time: 10:30AM # of Hours: 30 Location: CLUBHOUSE
 Pacific Clinics Training Pacific Clinics Webinar
 Non-Pacific Clinics In-Person Training Non-Pacific Clinics Webinar Non-Pacific Clinics self-paced online module

- 3 Training Name: DMH CULTURAL COMPETENCY PART 3
 Date: 2-21-19 Time: 11:00AM # of Hours: 1.5 Location: CLUBHOUSE
 Pacific Clinics Training Pacific Clinics Webinar
 Non-Pacific Clinics In-Person Training Non-Pacific Clinics Webinar Non-Pacific Clinics self-paced online module

Please use a new form to list additional trainings.

Supervisor Use Only

Request Approved: 1 2 3 Supervisor Signature: _____ Date: _____
 Supervisor Notes: _____

External Training Completion Confirmation (in lieu of Certificate of Completion)

Training Completed: 1 2 3 Supervisor Signature: _____ Date: _____
 Supervisor Notes: _____

Phebe Pang

From: Elva Pacheco
Sent: Tuesday, March 12, 2019 12:10 PM
To: Phebe Pang
Cc: Mauricio Cruz
Subject: RE: Culturally Responsive Training Webinars
Attachments: Training Approval _ Confirmation Form.pdf

Hi Phebe,

This is an external resource, therefore we do not have a certificate of completion. Please use the attached form to document your attendance. See message below from the original email. I hope this helps!

Note that most webinars will not provide you a **certificate of completion**; therefore, we have created the attached **Training Approval/Confirmation Form** to confirm staff's participation/attendance. A supervisor must sign off to confirm the staff member has completed the online session(s). Please complete and save for your records – you do not need to submit this form to PCTI.

Thank you,

Elva Pacheco

From: Phebe Pang
Sent: Tuesday, March 12, 2019 10:19 AM
To: Elva Pacheco <Epacheco@pacificclinics.org>
Cc: Mauricio Cruz <Mcruz@pacificclinics.org>
Subject: RE: Culturally Responsive Training Webinars

Hi Elva,

Can you help me obtain my certificates of completion for the below 3 webinars? I completed these on 2/21/2019.

Training Title: DMH Cultural Competency 101 Series (3 parts - 1.5 hrs. total)

- **Part 1: Basic definitions, regulations related to cultural competency, LACDMH strategies to reduce mental health disparities, and LACDMH demographical and client utilization data**
- **Part 2: Cultural humility, client culture, stigma, elements of cultural competency in service delivery, and resources**
- **Part 3: Cultural competency scenarios and group discussion**

Regards,

Phebe Pang / Clubhouse Specialist
Pacific Clinics - Santa Fe Social Clubhouse
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Email: ppang@pacificclinics.org

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