

Registration Form

**The Iowa Board of Certification presents Session 6 of
IBC's 6-part Training Series:**

***“Documentation: Progress Notes,
Releases, Correspondence, etc.”***



Iowa Board
of Certification

Presenter: Sharaine Conner, LMSW, IADC

May 4, 2018

8:30-11:45 a.m.

**Location: IBC Office
225 NW School St.
Ankeny, Iowa**

Full Name: _____

Organization: _____

Work Address: _____

City: _____ **State:** _____ **Zip/Postal Code:** _____

Telephone: (____) _____ **Fax:** (____) _____ **Email:** _____

Professional Credential: _____ **How did you hear about this training?** _____

Training Description:

A necessary skill of any professional is that of documentation. How and what do I write? To whom am I writing it? Are there different ways to say the same thing? How much is determined by my employer, and what is expected by state or national guidelines? This installment tackles the subject of correspondence and documentation. Participants will be presented with standard correspondence and documentation as well as challenged with ethical dilemmas related to correspondence and documentation.

Training Cost: \$40.00 - *to be included with this Registration form*

Credit: 3.0 hours, Generic

About the Presenter:

Sharaine Conner, LMSW, IADC is currently working as a therapist and chemical dependency counselor in private practice. She completed her undergraduate education at the University of Iowa, and received her Master's degree in Clinical Social Work from the University of New England. She has been a certified alcohol and drug counselor since 2012 but has been working in the field for a lot longer. Sharaine has also researched and developed several evidenced-based curriculums for adolescents and adults as well as provided trainings in topics on microaggressions and diversity, human sexuality, addiction, LGBTQIA+, and clinical aspects such as assessment, evaluation, and treatment planning to others in her profession. She is also a member of IBC's Training Committee and NASW.

Complete this registration form and mail it to IBC with the \$40.00 fee (this can be paid on the IBC website with Dwolla or mail check/money order) to 225 NW School St., Ankeny, IA – 50023, or fax to 515-965-5540. **All registrants will be sent email verification of registration for this training.** Certificates of completion will be provided at the conclusion of the training. Note: refunds for a cancellation will not be given with less than a 7-day notice.

Note: Opinions presented by the trainer are not necessarily those of IBC