

Department of Mental Health and  
Addiction Services  
Education and Training Division

Spring 2010  
Training Catalog  
April, May and June



[www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining)

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## D.M.H.A.S. EDUCATION AND TRAINING DIVISION PERSONNEL INFORMATION

Main Telephone Number/Staff Phone Directory Call: (860) 262-5061

Fax Number: (860) 262-5073

Richard Fisher, LCSW, Director

Connecticut Valley Hospital, Beers Hall, 1st Floor

P.O. Box 351, Middletown, CT 06457

[www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining)

ANITA BENGTON	(860) 262-5065	<a href="mailto:anita.bengtson@po.state.ct.us">anita.bengtson@po.state.ct.us</a>
RICHARD FISHER, LCSW	(860) 262-5063	<a href="mailto:richard.fisher@po.state.ct.us">richard.fisher@po.state.ct.us</a>
GAIL LINK, MA	(860) 262-5062	<a href="mailto:gail.link@po.state.ct.us">gail.link@po.state.ct.us</a>
KIMBERLY PLATT, LCSW	(860) 262-5762	<a href="mailto:kimberly.platt@po.state.ct.us">kimberly.platt@po.state.ct.us</a>
PEGGY ROSS	(860) 262-5060	<a href="mailto:margaret.ross@po.state.ct.us">margaret.ross@po.state.ct.us</a>

## CONTINUING EDUCATION CREDIT INFORMATION

<b>CCB</b>	CONNECTICUT CERTIFICATION BOARD	Category 1 Contact Hours are available for some classes. Participants <u>MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.
<b>MFT</b>	CONNECTICUT ASSOCIATION OF MARRIAGE & FAMILY THERAPISTS	Available for some classes. Participants <u>MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.
<b>SW</b>	SOCIAL WORK NASW/CT	Continuing Education Credits (C.E.C.'s) are available for some classes. Participants <u>MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.
<b>CNA</b>	D.M.H.A.S. IS APPROVED TO PROVIDE CONTINUING NURSING EDUCATION CREDITS BY THE CONNECTICUT NURSES' ASSOCIATION	Available for some classes. Participants <u>MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.

# What's New!

## Self-Directed Web-based Training

The DMHAS Education and Training Division is now offering self-directed web-based training. You can access and complete these courses from any computer that has internet access. As with our instructor-led training, you must have a user name and password for the DMHAS Learning Management System.

If you do not have flash player already installed, you must install it to view the content of the training. Also, you must disable the Pop-up blocker both in your Browser and Google toolbar.



These courses offer continuing education units for social workers, marriage and family therapists, substance-abuse counselors and licensed professional counselors.

Please review the directions for launching web-based training on pages 13 and 14. Web-based training listings are on page 15. We strongly encourage you to print and use the directions until you become familiar with the process of launching and completing web-based training. One must review the slides and then launch and pass a quiz to get credit for the training.

## REGISTRATION INFORMATION FOR INSTRUCTOR LED TRAINING

- **All Registrations must go through our Online Registration System** (<http://www.lms.ct.gov/>): If you do not have a user name and password fill out the My Profile Information Form located on our website ([www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining)) and return via email or fax as indicated on bottom of form, and you will receive your login information by email.
- **Our course listings now include date(s), times, titles, facility and CEUs associated to the offerings we currently have available.** Directions and instructor biographies are located on our website ([www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining)).
- **To access course descriptions and additional information about our offerings, please log into our Online Registration System and search our online catalog.** Once you find the training you are interested in, click on the title of the offering, the description, room, and instructor will be listed for each offering.
- Register online early, most classes fill quickly!
- Participants will receive an email regarding their enrollment status (Confirmed or Wait listed). PLEASE READ YOUR EMAILS COMPLETELY and MARK YOUR CALENDAR!
- Registration emails (Confirmed or Wait listed) are coming from [Education.training@po.state.ct.us](mailto:Education.training@po.state.ct.us) . Please be sure to check your SPAM filter to mark this email address as SAFE. Contact your IT (Information Technology) person, if you have questions.
- If you are on a wait list and a seat becomes available, an email will be sent offering you the seat. **You must ACCEPT the offered seat**, through the online system on your My Enrollments page, within five (5) calendar days to be enrolled in the class, otherwise your registration will be cancelled and your seat will be offered to the next person on the wait list.
- Room assignments are provided in your confirmation email.
- PLEASE NOTE: Multiple Session Classes are clearly noted in this catalog and do take place over several days.

Our Fall Catalog (September, October, November and December) will be available for online registration in mid-July.

Additional training resources and links can be accessed through our website [www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining) (please scroll all the way to the bottom of the page to locate this information).

### CANCELLATION INFORMATION

On a rare occasion, the instructor may cancel a class. Therefore, we strongly encourage you to check your email for notice of cancellation.

If you are unable to attend a class for which you have been enrolled, please drop your registration from your My Enrollments page on the Online Registration System as soon as possible. This will allow other participants on the Waiting List to have an opportunity to be contacted to attend.

**FAILURE TO CANCEL YOUR ENROLLMENT FOR CLASSES YOU ARE UNABLE TO ATTEND MAY AFFECT YOUR ELIGIBILITY TO REGISTER FOR FUTURE CLASSES.**

### INCLEMENT WEATHER PROCEDURES

- ❖ Participants may call (860) 262-5071 after 7:00 a.m. to listen to a recorded announcement stating if classes are cancelled. **As many of our classes are conducted at offsite locations, which include non-state run offices, it will be important to be sure the class is being conducted.**
- ❖ If there is no announcement when you contact the above Education and Training Division number, the class will be conducted, as scheduled.
- ❖ In the event of a cancellation due to inclement weather, all registered participants will be notified of the rescheduled date of the class by email.

### AMERICANS WITH DISABILITIES ACT (A.D.A.):

Any special accommodations needed at our classes must be requested by contacting Gail Link at (860) 262-5062 or you may email Gail at [gail.link@po.state.ct.us](mailto:gail.link@po.state.ct.us) IMMEDIATELY UPON REGISTRATION.

# Online Registration - Frequently Asked Questions

**Q: What are the advantages of registering online?**

A: At the time of registration you will know *instantly* whether you are CONFIRMED in a class or put on a WAIT LIST. You can also see when additional offerings with the same name are being held. You can search by a CEU type in case you need to find classes with specific types of CEUs.

**Q: Where do I go to register online?**

A: In your internet browser window, go to the address line at the top and type in <http://www.lms.ct.gov> or access the page from our website. You will need a username and password to access the website.

**Q: How do I get my username and password?**

A: Fill out the [My Profile Information Form](#) and send it back to us via email or fax, your username and password will be sent to you via email.

**Q: How do I update my E-Mail address or other profile information?**

A: Please fill out the [My Profile Information Form](#) selecting "Update Profile" and include your username. Enter the information that needs to be changed and send back via email or fax to us.

**Q: How do I search the catalog for a class?**

A: Please view our website for the [Instruction Guide](#) and go to the section on searching for classes.

**Q: How do I register for a class?**

A: Please view our website for the [Instruction Guide](#) and go to the section on registering for classes.

**Q: How can I view my current enrollment status?**

A: Please view our website for the [Instruction Guide](#) and go to the section on viewing enrollments.

**Q: How can I drop/cancel out of a class I am already enrolled in?**

A: Please view our website for the [Instruction Guide](#) and go to the section on dropping classes.

**Q: How do I get a copy of my transcript?**

A: Online transcripts are only available for classes that have been held after January 1, 2009. Please view our website for the [Instruction Guide](#) and go to the section on my transcript. For official transcripts or transcripts that include classes prior to January 1, 2009, please contact Anita Bengtson at [Anita.Bengtson@po.state.ct.us](mailto:Anita.Bengtson@po.state.ct.us) or (860) 262-5065.

*The My Profile Form can be opened with Microsoft Word versions 1995 and later. If you have problems opening the My Profile Form, please contact your IT (Information Technology) Department.*

## April Training

Date(s)	Time	Title	Facility*	CEUs**
4/1 and 4/8/10	9 to 4:30	Older Adults with Mental Health and Substance Use Conditions <i>(This training has been expanded to a two-day training)</i>	CVH	CCB, MFT, SW
4/1/10	9 to 4:30	Buprenorphine 101 <i>NEW</i>	CC	CCB, MFT
4/5 and 4/12/10	9 to 4:30	Understanding Psychiatric Medications	CC	CCB, MFT, SW, CNA
4/5/10	9 to 4:30	Providing Recovery Support (Case Management)	CVH	CCB, MFT
4/6/10	9 to 4:30	Utilizing the Stages of Change When Working with Persons with Co-occurring Disorders	CC	CCB, MFT, SW
4/6, 4/13, 4/20, 4/27 and 5/4/10	9 to 4:30	NAMI Provider Education Program	CVH	MFT, SW
4/6/10	9 to 4:30	Working with African-American/African-Origin Communities	CVH	CCB, MFT, SW
4/7/10	9 to 4:30	Best Practices with Co-occurring Personality Disorders and Substance Use	CC	CCB, MFT, SW
4/9/10	9 to 12:15	Community Based Assets Mapping	CVH	CCB, MFT, SW
4/9/10	9 to 4:30	Ethics for Substance Abuse Counselors	CC	CCB
4/12/10	9 to 3	Evidenced-Based Supported Employment Practices	CVH	CCB, MFT
4/16 and 4/30/10	9 to 4:30	Best Practices with Anxiety Disorders and Co-occurring Substance Use	CC	CCB, MFT, SW

- \* Facility: CVH= Connecticut Valley Hospital, Middletown CC= Connecticut Clearinghouse, Plainville
- \*\* CEUs - Participants who complete 100% of the training will receive a Certificate of Attendance
- @ CEU Application Pending
- Training is open to staff of D.M.H.A.S.-Operated or D.M.H.A.S.-Funded Agencies and P.A.C.C.T. Students, unless otherwise indicated below the title on the training.

## April Training *continued*

Date(s)	Time	Title	Facility*	CEUs**
4/16, 4/22 and 4/23/10	9 to 4:00	Veterans Resources Representative Training ( <i>This training has been expanded to a three-day training</i> )	CVH	CCB, MFT, SW
4/20/10	9 to 4:30	Motivational Approaches to Key Issues in the Treatment of Problem Gambling: Co-Occurring Disorders, Family Involvement, Relapse Prevention and Money Protection <i>NEW</i>	CVH	CCB, MFT, SW@
4/27/10	9:30 to 12	Sexual Harassment Prevention Training for Supervisory Employees ( <i>DMHAS state employees only</i> )	CVH	
4/28/10	9:30 to 12	Sexual Harassment Prevention Training for Supervisory Employees ( <i>DMHAS state employees only</i> )	CVH	
4/29/10	9 to 4:30	Promoting Awareness of Motivational Incentives (PAMI)	CC	CCB, MFT, SW

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- @ CEU Application Pending
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## May Training

Date(s)	Time	Title	Facility*	CEUs**
5/3/10	9 to 3	From Incarceration to Employment: Bridging the Gap	CVH	
5/4/10	9 to 4:30	Models of Clinical Supervision	CC	CCB, MFT, SW
5/4/10	9 to 4:30	Understanding Mental Health Conditions	CVH	CCB, MFT, SW
5/5/10	9 to 12:15	A Supervisor's Guide: Conflict Resolution & Dealing with "Challenging" People	CVH	
5/5/10	9 to 4:30	Techniques in Clinical Supervision	CC	CCB, MFT, SW
5/7/10	9 to 4:30	Working with Lesbian, Gay, Bisexual, Transgendered, Questioning and Intersex Persons and Communities (LGBTQI)	CVH	CCB, MFT, SW
5/11/10	9 to 4:30	Integrating and Structuring Problem Gambling Treatment: Mindfulness and CBT <i>NEW</i>	CVH	CCB, MFT, SW@
5/13/10	9 to 12:15	Screening and Co-Occurring Disorders	CVH	CCB, MFT, SW
5/14/10	9 to 4:30	Understanding Trauma and Recovery <i>NEW</i>	CVH	CCB, MFT, SW@
5/18/10	9 to 4:30	Treatment Planning MATRS	CC	CCB, MFT, SW
5/19/10	9 to 12:15	Faith, Spirituality and Recovery	CVH	CCB, MFT, SW
5/19/10	9 to 4:30	An Introduction to Mindfulness Meditation Practice for Behavioral Health Professionals	CVH	CCB, MFT, SW

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## May Training *continued*

Date(s)	Time	Title	Facility*	CEUs**
5/20/10	9 to 4:30	Working with Clients who have Forensic and Legal Issues	CVH	CCB, MFT, SW
5/21/10	9 to 4:30	Strategies for Engaging Clients in Services	CVH	CCB, MFT
5/27 and 5/28/10	9 to 4:30	Medical Aspects of Co-Occurring Disorders	CC	CCB, MFT, SW, CNA
5/27/10	9 to 4:30	Overview of Acquired Brain Injury	CVH	CCB, MFT, SW
5/27/10	9 to 4:30	Viral Hepatitis: What You Need to Know When Working with Clients with Mental Health and Addiction Issues <i>NEW</i>	CVH	CCB, MFT, SW@
5/28/10	9 to 4:30	Working with South East Asian Communities	CVH	CCB, MFT, SW

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- @ CEU Application Pending
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## June Training

Date(s)	Time	Title	Facility*	CEUs**
6/2/10	9 to 4:30	Introduction to Prescription Medication Abuse	CC	CCB, MFT, SW, CNA
6/2/10	9 to 4:30	Ethics and Boundaries for Behavioral Health Workers	CVH	CCB, MFT
6/3/10	9:30 to 12:15	Conservatorship in Connecticut	CVH	CCB, MFT, SW
6/8/10	9 to 4:30	From Diversity to Cultural Competency	CVH	CCB, MFT, SW
6/9/10	9 to 12:15	Introduction to Pain Management, Addiction and H.I.V. <i>NEW</i>	CVH	CCB, MFT
6/11/10	9 to 12:15	Coaching to Improve Employee Performance	CVH	
6/11/10	1 to 4:15	Presenting Performance Appraisals <i>NEW</i>	CVH	
6/16/10	9 to 3	Supported Education: A Vision of Recovery <i>NEW</i>	CVH	
6/24 and 6/25/10	9 to 4:30	Understanding Psychiatric Medications	CVH	CCB, MFT, SW, CNA
6/30/10	9 to 4:30	Spirituality - Its Place in Treatment and Recovery	CC	CCB, MFT, SW

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- \*\* CEUs - Participants who complete 100% of the training will receive a Certificate of Attendance
- @ CEU Application Pending
- Training is open to staff of D.M.H.A.S.-Operated or D.M.H.A.S.-Funded Agencies and P.A.C.C.T. Students, unless otherwise indicated below the title on the training.

# Instructions for Completion of Self-Directed Web-based Training through the DMHAS Learning Management System (LMS)

## Minimum system Requirements:

1. Internet access (DSL or Cable recommended for faster connection)
2. Adobe Flash Player (If you do not have it installed, go on-line and search for Adobe Flash Player and download and install. To install on DMHAS state computers contact ISD)
3. Pop-UP blockers disabled on Browser and Google toolbar (if installed)

## Log-in to the new Learning Management System (LMS)

1. Log onto your computer and open Internet Explorer.
2. Once Internet Explorer opens, at the top where it says "Address", enter <http://www.lms.ct.gov/> then click **[Go]** (to the right) to bring you to the log-in screen.
3. Enter your Username in the username field (*If you do not have a username, please go to [www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining) and find link to On-line Registration (Learning Management System) for instructions on getting username and password*).
4. Enter your Password in the password field.
5. Click **[Log In]** to continue.
6. *If you have not previously logged in and changed your password, enter 'welcome' as your password, then change it to a personal password by entering 'welcome' in the old password field and your new password in the new password **and** confirm password fields (DO NOT ENTER ANY INFORMATION IN THE SECURITY QUESTION OR SECURITY ANSWER FIELDS) and click **[Save]**.*
7. If you are having trouble logging in, please check to make sure your Caps Lock is not on. Passwords are case sensitive (meaning if they are entered initially in lower-case, they must be entered every time in lower-case).
8. If you are still having problems logging in, contact Anita Bengtson at (860) 262-5065.

## Searching for Classes

1. On your LMS home page locate the area on the upper right-hand side that is titled "Catalog Search" (you may need to scroll right by using the bar at the bottom of the page and click the right arrow on the lower right).
2. In the box under Catalog Search, enter any part of the training title (e.g. "Infection" for infection control training) and click **[Go]**.
3. Scroll down (using up and down arrows on far right side of the screen) to view your results and look for the title of the training you desire to take.
4. If your search does not return the desired results, remove the value you entered in the search box (at the top of the screen).
5. Click on **[Search Learning Catalog]**, directly under the search box, to return all results.

## Launching Web-based Training

1. Once you find the training you want to take, click on the title of the training and scroll to the bottom of the details page and click on **[Launch]**.
2. Read through the each slide, using the forward button to advance from slide to slide.

## Completing Web-based Training

1. After completing all the slides, close out the window by clicking the **[X]** in the upper right hand corner of the window.
2. If a quiz was not included with the initial slides, you will need to complete the quiz separately.
3. To complete the quiz separately, in the Progress Report window for the training, look for the section entitled "Results by Module". The second module includes the title of the course followed by the word "Quiz". Click on the link entitled Launch for the quiz (to the far right of the module name in the Actions column).
4. If you successfully pass the quiz, it will automatically be recorded in your transcript. If you do not pass the quiz, you may repeat the course and the quiz until you are successful by selecting "Retry Quiz" at the end of the quiz.
5. If you completed the slides, but not the quiz, you will be able to access the training from your My Enrollments page on the Learning Management System on the My Learning tab.
6. If you complete the slides and quiz, but were unsuccessful in passing the quiz you may update your score on your file by going to your My Transcript page on the My Learning tab, select View Content on the far right next to the training name and select Launch next to the module that you would like to retry.

## Certificates

If you do not need Continuing Education Credits for Certification or License renewal, a record of your successful completion of training is automatically recorded in your transcript. To view a copy of your transcript from within the LMS go to the My Learning Tab, and select My Transcript from the left hand side. Your transcript will be displayed for all dates. To print your transcript, select Print on the far right hand side at the top of your transcript results. If you need more instructions go to [www.ct.gov/dmhas/educationtraining](http://www.ct.gov/dmhas/educationtraining) and click on **[On-line Registration-Instruction Guide]** and find directions under the **My Transcript** section. The transcript will provide a permanent record of your successful completion of training.

If you need Continuing Education Credits for Certification or License renewal (LCSW, LMFT, LPC, LADC, CAC or other CCB credentials), upon successful completion of the web-based training AND quiz, send an e-mail with your name, user ID, name of web-based training to [Education.Training@po.state.ct.us](mailto:Education.Training@po.state.ct.us) . Put "Request for CEU Certificate" in the subject line. A certificate will be emailed to you.

## SELF-DIRECTED WEB-BASED TRAINING OFFERINGS

<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>CEUs</u>
ASAM Patient Placement Criteria	2.0	CCB, MFT, SW
Barriers to Recovery	3.0	CCB, MFT, SW
Beck Depression Inventory-II® In Health & Human Service Settings	1.5	CCB, MFT, SW
Bipolar Disorder	4.0	CCB, MFT, SW
Case Management Basics	3.0	CCB, MFT, SW
Cognitive Processing Therapy for PTSD in Veterans and Military Personnel	2.5	CCB, MFT, SW
Confidentiality of Substance Abuse Treatment	2.0	CCB, MFT, SW
Co-Occurring Disorders	3.0	CCB, MFT, SW
Coordinating Primary Care Needs of Clients for Paraprofessionals	4.0	CCB, MFT, SW
Coordinating Primary Care Needs of People with SMI	4.0	CCB, MFT, SW
Crisis Management	2.0	CCB, MFT, SW
Cultural Issues in Mental Health Treatment	3.0	CCB, MFT, SW
Diagnosing Substance Abuse in Older Adults	4.0	CCB, MFT, SW
Domestic and Intimate Partner Violence	2.0	CCB, MFT, SW
Eating Disorders: Diagnosis and Treatment	3.0	CCB, MFT, SW
Effective Educational Strategies	4.0	CCB, MFT, SW
Epidemiology of PTSD in Military Personnel and Veterans <i>NEW</i>	2.5	CCB, MFT, SW
GAF Training	2.0	CCB, MFT, SW
Goals, Values and Guiding Principles of Psychosocial Rehabilitation	2.5	CCB, MFT, SW
Grief and Loss	2.0	CCB, MFT, SW
HIV/AIDS	7.0	CCB, MFT, SW
Integrated Treatment for Co-occurring Disorders Part 1—EBP	3.0	CCB, MFT, SW
Integrated Treatment for Co-occurring Disorders Part 2 <i>NEW</i>	2.0	CCB, MFT, SW
Intentional Peer Support: About Peer Support <i>NEW</i>	2.0	CCB, MFT, SW
Intentional Peer Support: First Contact and Language <i>NEW</i>	1.5	CCB, MFT, SW
Meeting the Behavioral Health Needs of Returning Veterans	3.0	CCB, MFT, SW
Motivational Interviewing <i>NEW</i>	4.0	CCB, MFT, SW
Overview of Family Psychoeducation: Evidenced Based Practices	1.5	CCB, MFT, SW
Overview of Mental Health Issues in Older Adults	3.0	CCB, MFT, SW
Overview of Suicide Prevention	3.5	CCB, MFT, SW
Predicting Violence and Threat Assessment <i>NEW</i>	3.0	CCB, MFT, SW
Recognizing EPS and Tardive Dyskinesia	1.5	CCB, MFT, SW
Resilience and SPMI	2.0	CCB, MFT, SW
Supported Employment for Social Service Agencies	6.0	CCB, MFT, SW
The Twelve Steps	1.0	CCB, MFT, SW
Therapeutic Boundaries	1.5	CCB, MFT, SW
Therapeutic Communications	2.0	CCB, MFT, SW
Tools for Engaging Clients in Services	2.0	CCB, MFT, SW
Treating Substance Abuse in Older Adults	4.0	CCB, MFT, SW

## C.C.B. Training Catalog for Summer 2010

The Connecticut Certification Board (C.C.B) now offers a training catalog with many free and low cost courses. The summer 2010 catalog will be available in April/May 2010 and will feature events offered from June - Sept 2010. The catalog presents courses on several topics including *evidence-based practices, professional development* and the *certification process*. Courses are offered in half and full day workshop formats as well as self-paced learning, multi session and web-based courses. The C.C.B. courses previously listed in the DMHAS Education and Training catalog such as *Preparing for Certification as an Addiction Counselor, Preparing for Certification as a Co-Occurring Disorders Professional, Planning Your Counseling Career and Supervising Counselor Certification* will now be listed in the C.C.B. Training Catalog available on the C.C.B. website [www.ctcertboard.org](http://www.ctcertboard.org).

For more information about C.C.B. courses or to register for courses, please visit the C.C.B. website or call the office at 203.284.8800.

If you have questions about counselor certification in addiction counseling, co-occurring disorders, clinical supervision or prevention, the C.C.B. provides free training and technical assistance to help you complete the certification process. Contact the C.C.B. offices at 203.284.8800 or visit the C.C.B. website for more information at [www.ctcertboard.org](http://www.ctcertboard.org).

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### Solutions - E.A.P. (EMPLOYEE ASSISTANCE PROGRAM)

Solutions - E.A.P. is available to conduct one-hour workshops on-site at D.M.H.A.S. facilities. A range of topics is available including, but not limited to the following:

- ◆ *Build Your Own Stress Kit*
- ◆ *Staying Cool When Things Get Hot (Conflict Resolution)*
- ◆ *Life Raft on a Sea of Change (Change Management)*
- ◆ *Relaxation Techniques*
- ◆ *Stop Time From Ticking You Off (Time Management)*

Solutions - E.A.P. will also make on-site visits to explain the program in detail to employees or managers.

Call Solutions at 1-800-526-3485 or email [egonzalez@abhct.com](mailto:egonzalez@abhct.com) to start the process.