

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Peggy Graham, Associate Director
Continuing Education Services

DATE: August 3, 1998

SUBJECT: **Instructor Training Workshop -- Thomas S. Direct Care Staff Training**

A new continuing education course, Thomas S. Direct Care Staff Training, has recently been approved by the State Board of Community Colleges and placed on the Continuing Education Master Course List as HEC 3000, Thomas S. Direct Care Staff Training, L30, @ 76 hours. This course is designed to provide training for direct care service personnel working with individuals who are in the Thomas S. Class with mental retardation and coexisting mental or behavioral disorders.

A complimentary set of Thomas S. curriculum materials and instructional resources was provided to each community college for use in offering this training by the Division of Mental Health, Developmental Disabilities and Substance Abuse Services, NC Department of Health and Human Services (HHS).

In addition, HHS is sponsoring a training session for those interested in becoming Thomas S. Direct Care Staff Training instructors for this new course. **The training session is scheduled for Monday, August 17, 9:00 am - 4:00 pm, Room 251, Richard L. Brownell Building, Rowan-Cabarrus Community College, Salisbury, NC.** Thomas S. Direct Care Staff Training instructors should have at a minimum a four-year degree in human or health sciences or social work and two years experience in working with or teaching persons with disabilities.

If you or your staff are interested in attending this training session, please complete the attached workshop pre-registration form and return to my office no later than Friday, August 14. If sufficient interest is expressed in the training, other sessions will be scheduled.

Please contact me if you have questions at 919/733-7051, Extension 432 or E-Mail grahamp@sc0.ncces.cc.nc.us.

c: Basic Skills Directors
Chuck Barham

CC-98-231
E-MAIL/FAX

THOMAS S. DIRECT CARE STAFF TRAINING
Instructor Training Workshop
Monday, August 17, 1998

Richard L. Brownell Building
Rowan-Cabarrus Community College
Salisbury, NC

Pre-registration Form

Submitted by: _____ *College:* _____

Please list below the name, position and telephone number of those planning to attend the *Thomas S. Direct Care Staff Training* workshop:

Name _____

Position _____

Telephone # _____

Name _____

Position _____

Telephone # _____

Name _____

Position _____

Telephone # _____

Please complete and return no later than Friday, August 14, to:
Peggy Graham
e-mail grahamp@sco.ncccs.cc.nc.us
or Fax # 919/733-0680

CC: BARHAMC