



## Conducting Serious Incident Investigations Registration

- Class size is limited and filled on a first come, first served basis.
- A two-week notice will be required if an attendee needs to cancel. A waiting list for each session will be maintained to fill any cancelled registrations.
- The course materials will be emailed to participants one week in advance of the class.
- These trainings are remote learning using instructor-led Zoom video conferencing. To successfully participate, each attendee needs a computer/device allowing audio/video interaction. Headphones are recommended.
- The course is conducted over three consecutive days with two sessions. Morning session: 9:00 - 11:30 am and afternoon session: 1:00 - 3:30 pm, with the optional certification exam the following day. Participants must be present for the entire course to receive credit.
- If registering more than one person, please register each person separately.

### REQUIRED REGISTRATION INFORMATION

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

*(Registrant will receive email confirmation and training materials at this email.)*

ORGANIZATION \_\_\_\_\_

SUPERVISOR NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

**Please list your preference of class dates with numbers 1 to 3.** Classes are filled on a “first come, first served” basis. As classes fill you will be put on the “alternates” list for your first choice if already full, and we will register you for the next available in your list of preferences.

\_\_\_\_\_ **December 3-5 (test Dec 6<sup>th</sup>)**

\_\_\_\_\_ **March 4-6 (test March 7<sup>th</sup>)**

A *two-week notice* will be required if attendee needs to cancel. A waiting list for each session will be maintained to fill any cancelled registrations. To be selected from the waitlist if cancellations occur, prep work must be completed in advance.

**PLEASE EMAIL REGISTRATION OR ANY QUESTIONS TO: [cdallas2@mt.gov](mailto:cdallas2@mt.gov)**