

East Central University's

Residential Care Administrator Courses Enrollment Form

All courses will be held at Rose State College Training Center in Midwest City

Rules and Regulations –Update

Instructor: Willena Ferguson

Date: March 1, 2011

Time: 1:00 p.m. to 4:00 p.m. (3 hours)

Cost: \$59.00

Rules and Regulations Update is the perfect class to attend if you are currently an administrator. The times are changing, and it is the responsibility of an administrator to keep up with the changes. Instructor Willena Ferguson will inform you of new rules and regulations for the industry and also give insight to what might change next.

Aging and Leisure

Instructor: Julia Teska

Date: March 8, 2011

Time: 9:00 a.m. to 4:00 p.m. (6 hours)

Cost: \$105 before March 1, \$120.00 after March 1

In the past, people with mental retardation had significantly shorter life spans than did the general population. There are, however, some significant issues families and providers face, one of which is how to provide appropriate leisure activities for clients and maintain good health at the same time. This class will allow participants to practice some of these activities as well as give them sources of additional, meaningful leisure opportunities for clients.

Discipline and Termination

Instructor: Jill Hudson

Date: March 24, 2011

Time: 9:00 a.m. to 4:00 p.m. (6 hours)

Cost: \$105 before March 1, \$120.00 after March 1

From creating the policies to dealing with those who won't follow them, this session covers how to constructively work with employees to get them to perform at optimum levels if possible, or to exit the organization gracefully if necessary.

A copy of a MAT certificate must be provided before a certificate of completion can be issued

Payment Method

- Check
 Invoice to PO _____
 Visa
 MasterCard
 Discover

Total _____

**Payment must be
received prior to class date**

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Name

Home Address

Company Name

Mailing Address

City State Zip

Phone Email

Credit Card # Exp. Date

Signature