

**The Department of Health and Human Services  
Office of Substance Abuse and Mental Health Services**

**Professional Development Workshop Allocation Request Form**

The Office of Substance Abuse and Mental Health Services has set aside funds for professional development through the Cooperative Agreement with the Center for Learning. These funds may be used to cover the registration costs for workshops that are not otherwise offered through the Center for Learning or the Department. Only Adult Mental Health Staff employed by SAMHS are eligible for these funds.

Apply early. Requests for prepayment of Professional Development Workshop fees must be submitted at least **THREE WEEKS IN ADVANCE** of the workshop to allow adequate time to process.

**To apply for these funds, please submit the following:**

1. Completed Workshop Allocation Request Form
2. Attach a copy of the appropriate training brochure
3. Attach the completed training registration form
4. Send to:

Scott Bernier  
Professional Development Workshop Requests  
The Center for Learning  
12 East Chestnut St.  
Augusta, ME 04330  
Fax (626-5022)                      E-mail address: sbernier@maine.edu

**Application**

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**Employee Name(s):** \_\_\_\_\_

\_\_\_\_\_

**Workshop Name:** \_\_\_\_\_

\_\_\_\_\_

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Signature of Authorized Approver (SAMHS)

Date

For a list of who is authorized to sign this form, please see: [http://www.cfl-muskie.org/workshop\\_allocations.htm](http://www.cfl-muskie.org/workshop_allocations.htm)