The Department of Health and Human Services
Office of Behavioral Health

Professional Development Workshop Allocation Request Form

The Office of Behavioral Health 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 OBH 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
USM The Center for Learning
UMA-Robinson Hall
46 University Dr.
Augusta, ME 04330
Fax (626-5022) E-mail address: sbernier@maine.edu

Application

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Employee Name(s):_____

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Workshop Name:_____

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Signature of Authorized Approver (OBH) Date

For a list of who is authorized to sign this form, please see: http://www.cfl-muskie.org/workshop_allocations.htm

Updated: June 1, 2025