

## **2016 Packaging & Shipping FAQ:**

### **When and how will I receive confirmation of my registration?**

You will receive a confirmation email at the email address you provided on your registration form. It will contain any details specific to your class location as well as general class information—what to bring, etc. (Due to the large number of participants, you may receive a batch confirmation, rather than an individual email.) All registered participants will have received confirmation no later than one week prior to the class, when registration closes.

### **Where will my class be held?**

The address for your class, and link to directions if available, will be included in your confirmation email. This year's site list is on the second and third pages of this document for your reference, as well.

### **What time will my class be?**

All classes will begin at 9am. Please try to arrive at least 10 minutes early to sign in and be ready for a punctual start. Your class will finish around 3pm but please note: as a certification class, your instructor must certify your competency (through the test at the end). To do this the instructor must grade your exam and review any problems with you. In larger classes this may take extra time!

### **Why do you prefer email registration, rather than a fax?**

We've found over the years that faxing is less reliable. If we don't receive your fax, you have no way of knowing it. If your email bounces, you usually get a notification from your email provider and can retry.

### **When does registration close?**

Registration for each class closes when it is full or one week prior to the class date, whichever comes first.

### **Will coffee/snacks/lunch be provided?**

No. The State of Florida is not permitted to use funds for coffee or food. Please plan to bring your own snacks if needed, come fully caffeinated if need be, and/or bring change for vending machines on site. Lunch is on your own—you will have time to go out if desired, or you can bring a bag lunch.

### **Are CEUs available?**

Yes, for some professions. The Bureau of Public Health Labs will provide credits for licensed lab and nursing personnel (via CE Broker, 5 hrs), and has arranged with Division of Environmental Health for EVH credits. Others may submit to their licensing agency to review for credits, but provision of CEUs for other specialties will be solely at each licensing agency's discretion.

### **What if the class I chose is full?**

You will be notified and may choose either another session, or placement on a wait list for cancellations.

### **Is there a fee for the class?**

No, there is no charge to the participant. We receive grant funding from CDC for these classes.

### **How often do I need to be certified?** Every 2 years.

### **What if I lose my class certificate?**

Since the Bureau of Public Health Labs does not conduct these classes or certify your competency, we can't provide a replacement certificate. We can verify your attendance from the sign-in sheets and will contact the contracted training company and ask them to provide a replacement, if possible.

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## 2016 TRAINING SCHEDULE

1. Monday, March 21, 2016 Florida Department of Health-Bay- 597 W 11<sup>th</sup> St, Panama City, FL Auditorium
2. Tuesday, March 22, 2016 Florida Department of Health-Escambia - 1295 W. Fairfield Dr, Pensacola, FL Room #302/303
3. Wednesday, March 23, 2016 Florida Department of Health-Okaloosa – 810 E. James Lee Blvd. Crestview, FL 32539 Room #73 A&B
4. Friday, April 1, 2016 Florida Department of Health-Volusia - 1845 Holsonback Drive, Daytona Beach, FL 32117 Main Conference Room 516A
5. Tuesday, April 12, 2016 Department of Agriculture and Consumer Affairs – Conner Administration Building, 3125 Conner Boulevard, Tallahassee, FL 32399 Eyster Auditorium
6. Tuesday, April 19, 2016 Florida Department of Health-Marion - 1801 SE 32<sup>nd</sup> Ave, Ocala, FL Auditorium # 1&2
7. Thursday, April 21, 2016 Florida Department of Health/Bureau of Laboratories-Jacksonville, 1217 Pearl Street, Jacksonville, FL 2nd Floor Porter Auditorium
8. Wednesday, May 4, 2016 Florida Department of Health-Lee - 83 Pondella Dr, N Ft Myers, FL
9. Thursday May 5, 2016 Highlands County EOC - 6850 W. George Blvd. Sebring, FL 33875
10. Friday, May 6, 2016 Florida Department of Health/Bureau of Laboratories-Tampa, 3602 Spectrum Blvd, Tampa FL Conference Ctr
11. Monday, May 9, 2016 Florida Department of Health/Bureau of Laboratories-Tampa, 3602 Spectrum Blvd, Tampa FL Conference Ctr
12. Wednesday, May 11, 2016 Florida Department of Health-Miami-Downtown - 1350 NW 14 Street, Miami FL Large Conference room
13. Thursday, May 12, 2016 Florida Department of Health-Miami-Doral - 8600 NW 17th St, Miami, FL 2nd Floor Conference room
14. Monday, May 16, 2016 Florida Department of Health-Broward – 780 SW 24th St. FT Lauderdale FL Administrative Auditorium-2nd floor
15. Tuesday, May 17, 2016 Florida Department of Health-Broward – 780 SW 24th St. FT Lauderdale FL Administrative Auditorium-2nd floor
16. Monday, May 23, 2016 Florida Department of Health-Palm Beach - 800 Clematis St, West Palm Beach, FL

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- 17. Tuesday May 24, 2016** Florida Department of Health-Palm Beach - 800 Clematis St,  
West Palm Beach, FL
- 18. Thursday, June 2, 2016** Florida Department of Health-Orange - 6101 Lake  
Ellenor Dr, Orlando, FL Auditorium
- 19. Friday, June 3, 2016** Florida Department of Health-Orange - 6101 Lake  
Ellenor Dr, Orlando, FL Auditorium
- 20. Tuesday, June 7, 2016** Florida Department of Health/Bureau of Laboratories-  
Jacksonville, 1217 Pearl Street, Jacksonville, FL 2nd Floor  
Porter Auditorium