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COUNSELING, COACHING, & SOCIAL WORK

LEARNING DISABILITIES

Portsmouth/Pease: CRN 312216, Friday, February 5, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

The term “learning disability” (LD) was coined in 1960, but the definition of LD and strategies for its diagnosis and intervention have evolved considerably. This workshop offers teachers, counselors, administrators, social workers, and related professionals an introduction to the latest LD research. Recent advances in technology have increased our knowledge of neuropsychological methods for understanding and diagnosing LD. You will gain a greater comprehension of the components of processing deficits in LD such as attention, memory, impulsivity, social cognition, and sensory perception. You will explore the most current and effective intervention strategies for students with LD, and learn how to distinguish between LD and a learning style.

Instructor: Anita Remig, Ed.D., F.P.P.R., F.S.M.I., is a practicing counseling psychologist and consultant specializing in brain-based research, childhood developmental disorders, learning problem interventions, and biofeedback therapy throughout the U.S. She is a licensed psychologist, certified school psychologist, and certified biofeedback specialist with over 30 years of experience, and she maintains a private practice offering psychotherapy, family therapy, and psychological testing. In the educational field, she provides coaching, tutoring, school consulting, IEP assistance, and psycho-educational evaluations. She has been offering seminars and workshops through UNH for several years and is a member of the NH Psychological Association, a Fellow of the Prescribing Psychologist Register, and a Fellow in Serious Mental Illness. Her articles have appeared in numerous publications including *Child Study Journal*, *Language and Speech*, and *Journal of Child Psychology*.

ADHD: NEUROSCIENCE AND PSYCHOPHARMACOLOGY

Approved by NASW, NH Chapt. for 6 Cat. 1 CE Credits in Ethics, Auth. #3135

Portsmouth/Pease: CRN 313216, Friday, February 12, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

ADHD has been primarily treated with medication for over 30 years. New brain imaging techniques and research into the lifelong course of this disorder have allowed us to better understand and treat the illness. We are also better able to diagnose and treat common co-morbid illnesses such as anxiety, juvenile bi-polar disorder, and substance abuse. In this workshop you will gain knowledge of the neurobiology and psychopharmacology of ADHD and the most common psychiatric disorders associated with it. Understanding the drugs, their effects on the brain, and common side effects will help those who work with individuals diagnosed with ADHD to manage those side effects and comply with their prescribed medication. (*This is part of the Coaching Children and Teens with ADHD Special Series/Concentration, but you do not need to be enrolled in the Series/Concentration to take this workshop.*)

Instructor: Christine Miller, Ed.M., LCMHC, is a psychotherapist in Bedford, NH. She is a clinician with 35 years of experience in treating women and adolescents in varied settings. She specializes in integrating therapeutic tools, tailoring them to the individual and providing short-term, focused and brief psychotherapy.

NEW! DSM 5 UPDATE: DISORDERS OF CHILDHOOD

Offered twice:

Portsmouth/Pease: CRN 314216, Friday, February 26, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

Manchester/88: CRN 999360, Friday, July 22, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

DSM 5 was introduced to the educational and clinical community recently and provides a wealth of new ideas and theories. This comprehensive seminar will update educators and clinicians on DSM 5 diagnoses related to the neurodevelopment of children and provide educators and clinicians with current diagnostic checklists, updated research on the neurodevelopment of children, and detail on how development details.

For each disorder listed--autism, social (pragmatic) communication disorder, pediatric bipolar disorder, and disruptive mood dysregulation disorder--you will learn the newest diagnostic criteria, diagnostic features, and related information. Research from the last three years will also be presented, reviewed, and evaluated.

Instructor: Anita Remig (see previous biography)

NEW CERTIFICATE! PROMOTING SOCIAL EMOTIONAL COMPETENCY AND MANAGING CHALLENGING BEHAVIOR IN YOUNG CHILDREN

Cosponsored by UNH Cooperative Extension

Manchester/88: CRN 157555, 4 Saturdays, March 5, April 2, May 7, June 4, 9:30 a.m.-4 p.m., 2.2 CEUs, \$400, lunch included

Grounded in the research-based “Pyramid Model” developed at the Center on the Social Emotional Foundation of Early Learning (CSEFEL), this series of four one-

day workshops will provide a thorough framework of strategies to support social emotional competence in young children.

Social competency can seem mysterious. Some kids get along with everybody and others seem to struggle to fit in. Social and emotional competence involves a child’s ability to regulate and express emotions and form close and secure relationships. It involves skills such as self-confidence, curiosity, motivation, persistence, and self-control. At the end of the workshops, you will have a working knowledge of a systematic, evidence-based framework that promotes the social emotional development of all young children and helps prevent and address challenging behavior.

Early care and education teachers and directors, early childhood teachers, and family support professionals will benefit from the training. The workshop meets four Saturdays and includes an optional program/classroom technical assistance visit by the instructor.

A limited number of scholarships may be available for this offering. To request consideration of a scholarship, please contact Thom Linehan at thom.linehan@unh.edu. Scholarships are based on a “first come, first served” basis.

Instructor: Thom Linehan, Ed.D., designs, implements, and evaluates education programs in support of youth and families in Merrimack County for UNH Cooperative Extension. He has worked with families and children in a number of settings, including home-based family therapy, day care, and early intervention. As a licensed New Hampshire marriage and family therapist, and a New Hampshire early childhood master professional, Thom’s specialty is promoting resilient children, youth, and families. In addition to these certifications, he received his master’s degree in early education with a focus on special needs from UNH prior to earning his doctoral degree in education at Plymouth State. He holds an ECE Master Professional F/WT Credential from the NH Child Development Bureau.

SOCIAL THINKING, SOCIAL ISSUES, AND SOCIAL SKILLS GROUPS FOR STUDENTS WITH AUTISM SPECTRUM DISORDERS

Manchester/88: CRN 202216, Wednesday, March 9, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

This workshop will help you understand and gain knowledge in the field of social skills with the Autism Spectrum Disorders community. Educators and others who work with this population will learn why social skill group work is important, how to get a group started, how to help parents with social skills at home, and how to help children with ASD become more productive citizens. You will leave with specific ways to support children with ASD as well as children with Asperger’s, Non-Verbal Learning Disorder, and ADHD.

Instructor: Robin Lurie-Meyerkopf, M.Ed., is the former associate director and the head of training and consultation at the Asperger’s Association of New England. She has over 20 years of teaching experience and has run social skills groups for children and adolescents with Asperger’s, ADHD, and non-verbal learning disorders. She received her master’s degree from Antioch University and graduated from their Autism Spectrum Disorders Certificate Program. Robin has worked with students from elementary school through college in a variety of settings. She holds workshops for parents and professionals throughout the U.S. and has presented at the national Children and Adults with Attention Deficit Disorder (CHADD) conference in Washington, DC and Anaheim, California and the Transitions Conference at Lynn University. With her training and experience, Robin understands the complexity of working with many different student populations.

ANXIETY AND DEPRESSION IN ADOLESCENT GIRLS

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2186

Portsmouth/Pease: CRN 204216, Friday, March 18, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Drug abuse, self mutilation, sexual acting out, panic attacks, truancy, sadness, social isolation and suicidal ideation can all be manifestations of clinical anxiety and depression in adolescent females. This workshop will address how to differentiate mood disorders from “normal” adolescent moodiness and oppositional behavior. Descriptions of treatment tailored to this developmental period will be explored. This workshop is appropriate for people working in schools, group homes, and other related settings. (*This is part of the Coaching Children and Teens Special Series/Concentration, but you do not need to enroll in the Series/Concentration to take this seminar.*)

Instructor: Christine Miller (see previous biography)

NEW! JUGGLING THE DEMANDS AS A SCHOOL-BASED THERAPIST

Manchester/88: CRN 207216, Thursday, March 24, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

If you are providing consultative, collaborative, or direct therapy in a school setting, this workshop is for you. Do you find yourself constantly juggling a demanding schedule? We need to change the way we think about our role in the educational system. In this workshop, we will discuss: creative consultation, team service

delivery ideas, scheduling, and other suggestions to help you become more efficient and effective in your practice; workloads, best practice models, school philosophy, and your role as specialist; and educational initiatives that we can piggyback to create a more common language with teachers. A roundtable format will be utilized for all participants to share specific issues, concerns, triumphs, and challenges. Whether you are an occupational therapist, physical therapist, or speech language pathologist, this course will help you work smarter, not harder, within the context of school system delivery.

Instructor: Tere Bowen-Irish, OTR/L, has practiced occupational therapy in pediatrics and psychiatry for over 35 years. For the past 30 years her primary focus has been school system delivery of OT services. She works part-time in public schools and has a private practice, All the Possibilities, Inc. She also offers workshops for parents, therapists, and educators, with an emphasis on prevention, wellness and classroom management for all school-aged children. She has completed intermediate training as a Life Coach through Coaches Training Institute in San Raphael, CA, and she is a Certified Yogakids teacher (CYKT), incorporating yoga, movement, mindfulness and relaxation techniques into her practice with children. She is author of "The Drive Thru Menu Series" (Therapro Inc. Publications) and a self-published book that can be adapted for all children called "Yoga and Me, Come be a Tree".

STRATEGIES FOR COACHING CHILDREN AND TEENS WITH ADHD

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits, Auth. #2740

Manchester/88: CRN 316216, Friday, March 25, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

An emergent body of research shows that coaching is more powerful in addressing symptoms of ADHD than other forms of support such as psychotherapy. Coaches are specifically trained to help children with ADHD learn to manage time, break down daunting tasks into manageable steps, keep themselves organized, think proactively, use mindfulness techniques, and learn to check their thinking/acting at intervals. This workshop will define the difference and delineate the effective techniques unique to coaching children and teens with ADHD. The content of the coaching plan is contrasted and merged with the process of coaching throughout the workshop. This is an experiential workshop where you will work with one another to learn and practice ADHD coaching strategies. *(This is part of the Coaching Children and Teens with ADHD Special Series/Concentration, but you do not need to enroll in the Series/Concentration to take this workshop.)*

Instructor: Anita Remig (see previous biography)

NERVOUS AND UNHAPPY: TEEN ANXIETY AND DEPRESSION

Approved by NASW, NH Chapter, for 5.5 Category 1 CE Credits, Auth. #975

Manchester/88: CRN 210216, Friday, April 1, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Anxiety and depression are the two most common adolescent mental health disorders. In this workshop you will look at the history, types, symptoms, causes, screening instruments, and diagnosis related to these disorders. The focus will be on the adolescent and self-harming behaviors, suicide, and drug use as they pertain to anxiety and depression. Effective treatments, self-help, how friends help friends, and the impact on a teen's life for each of these disorders will also be discussed. *(This is part of the Coaching Children and Teens Special Series/Concentration, but you do not need to enroll in the Series/Concentration to take this seminar.)*

Instructor: Mike Hague, M.A. in counseling psychology, MLADC, has over 20 years' experience as a crisis/drug and alcohol counselor for middle and high school students in Bedford. He is the co-founder and past president of the Assn. of Student Assistance Professionals of NH and a former drug and alcohol prevention trainer for the NH State Dept. of Education. He has coordinated and developed community programs for drug prevention, and has trained school districts, community organizations, mental health agencies and colleges about adolescent issues. Currently he is an adjunct professor at NHTI Community College.

NEW! CARE FOR THE CAREGIVER

Approved by NASW, NH Chapter for 6 Cat. 1 CE Credits, Auth. # 3207

Portsmouth/Pease: CRN 212216, Thursday, April 7, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Working with others in a caregiving role carries the potential for great rewards, but also leads inevitably to burnout and stress. In this workshop, we will: identify the factors that lead to caregiver burnout; build an understanding of the way this work transforms our experience; develop strategies to care for the caregiver through the use of experiential exercises focused on mindfulness, guided writing, gratitude, and meditation; discuss caregiver burnout, countertransference, and vicarious traumatization; and explore and develop self-care techniques to nurture and revive yourself.

Instructor: Corinne Holbrook, MSW, LICSW, is a hospice social worker at Beacon Hospice in Portsmouth. She also has a private practice in Amesbury, MA. Previously, she was an oncology social worker at Massachusetts General Hospital's Gillette Center for Breast Cancer. Her clinical interests include end of life issues, chronic illness, complementary therapies, and parenting challenges.

FUNDAMENTALS OF COACHING CHILDREN AND TEENS: PRINCIPLES, PRACTICE AND POWER

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2557

Portsmouth/Pease: CRN 318216, Friday, April 8, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

Coaching is a relatively new concept referred to in a variety of ways such as Life Coaching, ADHD Coaching, and Professional/Career Coaching. Principles of coaching are evolving, and various writers and practitioners have begun to elaborate guidelines and strategies for the understanding and practice of coaching. This seminar will focus on coaching children and teens. Some basic fundamental aspects of coaching this age group will be discussed, and emphasis will be on coaching to find their unique strengths and power. The relationship between coaching and child/adolescent empowerment throughout development will be examined, with the goal of maximizing critical periods in cognitive and emotional growth. A variety of coaching exercises are built into the seminar to provide you with practical skills. *(This is part of the Coaching Children and Teens and the Coaching Children and Teens with ADHD Special Series/Concentrations, but you do not need to enroll in the Series/Concentration to take this workshop.)*

Instructor: Anita Remig (see previous biography)

NON-SUICIDAL SELF-INJURY AND SUICIDE: ASSESSMENT AND INTERVENTION

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits, including 2 Hours of Ethics, Auth. #2687

Portsmouth/Pease: CRN 218216, Friday, April 15, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Suicide is the second leading cause of death among adolescents and young adults and the tenth leading cause of death nationwide. It is the most preventable cause of death among adults and older adults. Non-suicidal self-injury has increased dramatically in recent years among adolescents and young adults. This workshop will provide an overview of the major patterns and types of non-suicidal self-injury and suicidal behavior. Biopsychosocial risk factors that increase the probability of suicidal actions and the protective factors that serve to reduce the likelihood of suicidal behavior will be reviewed. DSM-V neuropsychiatric conditions that are associated with elevated rates of suicidal behavior will be discussed. Best practices for assessment will be reviewed: History Taking; Interviewing Strategies and Psychological Screening Tests. The role of emergency services departments at community mental health centers in New Hampshire and other interventions for persons considered to be at elevated risk for self-harm will be clarified. If time permits, discussion will also include circumstances that can trigger ethics complaints to licensing boards and/or malpractice suits against mental health clinicians in cases of attempted or completed suicide. Risk management strategies following such outcomes will be outlined.

Instructor: Jerrold Pollak, Ph.D., ABN, ABPP, a licensed psychologist specializing in clinical and neuropsychology, serves as a coordinator of the Program in Medical and Forensic Neuropsychology at Seacoast Mental Health Center and in the Emergency Service. He is a diplomat of the American Board of Professional Neuropsychology and the American Board of Professional Psychology. He is a regular contributor to magazines and journals pertaining to mental health care.

SELF-COACHING AS A PATH TO COACHING CHILDREN AND TEENS

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2614

Manchester/88: CRN 319216, Wednesday, April 20, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

The powerful, energizing techniques of life coaching can be applied to oneself very effectively, and this workshop does just that. The goal is to not only provide stimulus for your own growth, but to also enhance your skills as a coach to others. You will emerge from the day with a crystal clear sense of your deeply held values, a series of resolutions setting the stage for personal change and growth, a "Why Bother List" that informs and propels that change, and a specific action plan with checkpoints and techniques to stay on the path. The workshop is taught with an eye towards inspiring you to live the grandest version of the greatest vision of yourselves, and to learn that only by reaching towards that vision and modeling that kind of courage, can you help children and teens in the most powerful of ways. Be prepared to do quite a bit of self-exploration and "self-coaching" in this workshop both as ways to fully understand the coaching process and to maximize your own effectiveness in your work. *(This is part of the Coaching Children and Teens Special Series/Concentration, but you do not need to enroll in the Series to take this workshop.)*

Instructor: Jeff Levin, M.A. in Social Work and Education, is a former public school teacher, resource room counselor, and dean of students at Vermont Academy. Currently a life coach based in Concord, NH, he also maintains a private practice of training and consultation. He has worked as a life coach and consultant to parents, families, schools, athletes, teams, and corporations throughout New England.

PRACTICAL TECHNIQUES AND STRATEGIES FOR COACHING CHILDREN AND TEENS

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2558

Manchester/88: CRN 320216, Friday, April 29, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

Building a coaching practice involves practical arrangements of time, place and context. This is a “how-to” seminar where the techniques of coaching will be placed within the context of a coaching practice. You’ll look at specific strategies and techniques such as: listening, goal-setting, opening, expanding and focusing discourse, questioning techniques, transfer of training, relapse prevention, consultation and termination. You’ll review record-keeping systems and forms such as coaching information sheets, parental consent, and session notes. You’ll discuss assessment of child and parent needs, goal-setting and re-setting, and making and remaking agreements for how to work together. Ethical issues will also be addressed. *(This is part of the Coaching Children and Teens and the Coaching Children and Teens with ADHD Special Series/Concentrations, but you do not need to enroll in the Series/Concentrations to take this workshop.)*

Instructor: Anita Remig (see previous biography)

NEW! ADOLESCENT SUBSTANCE ABUSE AND THE BRAIN: THE PATHWAYS TO ADDICTION

Manchester/88: CRN 224216, Friday, May 6, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

The recent increase in heroin-related deaths and marijuana use highlights the need to revisit substance abuse prevention and treatment among adolescents. Risk taking, such as experimenting with alcohol and other drugs, is ingrained in the teen brain. While the teen brain is still developing, it is more vulnerable to the harmful effects of substance abuse. Some teens are at even greater risk because of genetics, family history, trauma, and mental health or behavioral problems. This workshop will explore the scientific territory of addiction and the importance and challenges of prevention. You will also learn how to identify signs and symptoms of abuse. Relevant issues relating to the recent increase in opiate use will be discussed.

Instructor: Mike Hogue (see previous biography)

MODEL FOR TREATING ANXIETY, DEPRESSION AND LOW SELF-ESTEEM WITH BRIEF TREATMENT TECHNIQUES

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits, Auth. #2689

Manchester/88: CRN 225216, Friday, May 6, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

The integration of treatment techniques for clients with anxiety, depression and low self-esteem has been proven to help make treatment both effective and rapid. In this workshop, you will learn to integrate motivational skills, bibliotherapy, cognitive, behavioral and interpersonal models of therapy to effect therapeutic change. Individuals who previously required months of therapy can now experience significant improvement in just a few sessions. An opportunity for both observation and hands-on practice will be available. *(This is part of the Coaching Children and Teens Special Series/Concentration, but you do not need to enroll in the Special Series to take this workshop.)*

Instructor: Christine Miller (see previous biography)

GRIEF COUNSELING: COPING WITH LOSS AND UNCERTAINTY

Approved by NASW NH Chapter for 6 Category 1 CE Credits, Auth. #3161

Portsmouth/Pease: CRN 226216, Thursday, May 12, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Coping with loss is a universal human experience that is present throughout the life cycle. In this workshop, we will explore how grief affects quality of life at various developmental stages. You will become familiar with clinical interventions to address the needs of children, individuals, and families coping with grief as a result of various types of loss. You’ll address not only grief associated with death, but also focus on loss in relationships (divorce, breakups, betrayal), jobs, sudden disasters, and chronic illnesses. Techniques for coping with loss will be examined through lecture, interactive activities, case review, and small group discussion, and you’ll take away added insight and tools to enhance your professional work.

Instructor: Corinne Holbrook (see previous biography)

MOTIVATION, ADHD, AND LEARNING

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits, Auth. #2737

Portsmouth/Pease: CRN 321216, Saturday, May 21, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

In this workshop you will look at current issues in the psychology of motivation, especially in relation to ADHD students. Topics will include: literature on motiva-

tion, including psychological and educational issues; the role of motivation in the functioning of ADHD students; research on the brain and its effect on motivating behavior, functioning, and learning; how ADHD and certain breakdowns in brain function impact motivation; and strategies for teaching motivation and learning to ADHD students. *(This is part of the Coaching Children and Teens with ADHD Special Series/Concentration, but you do not need to enroll in the Series/Concentration to take this workshop.)*

Instructor: Anita Remig (see previous biography)

STRATEGIES TO LOWER THE RISK OF ETHICS COMPLAINTS AND MALPRACTICE ACTIONS

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits in Ethics, Auth. #2771

Manchester/88: CRN 230216, Friday, May 20, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

This workshop for mental health clinicians reviews practical preventative strategies to reduce the probability of having ethics complaints made to licensing boards and/or malpractice suits filed against you. The risks of such actions are discussed in the context of sociocultural trends including the practices of managed care companies and the overall decline and weakening of the mental health care system nationwide. In this workshop you will learn about erroneous assumptions/beliefs about ethics complaints and malpractice actions which can increase the likelihood of clients going forward with such actions. Discussion will also focus on ways to mitigate the negative impact of these actions once undertaken. The similarities and differences between ethics complaints filed with state mental health licensing boards and malpractice suits will be clarified.

Instructor: Jerrold Pollak (see previous biography)

THE PRACTICUM EXPERIENCE IN COACHING CHILDREN AND TEENS

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2559

Portsmouth/Pease: CRN 322216, Friday, June 10, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

In this hands-on seminar you will discuss methods and tools for empowering children and teens through coaching, and then practice the skills learned. Principles of the coaching process will be reviewed while the practice of coaching and promoting growth in children and teens is emphasized. Rationales and systems for assessment, problem solving, goal setting, and making, implementing, evaluating, and reorganizing plans will be outlined. Human growth exercises, decision-making skills, empowerment techniques, listening strategies and consultation methods will be offered. You will also examine challenging cases and share experiences with difficult problems. Person-to-person coaching, group processing, brainstorming, and solution-focused interactive communication will be used. *(This is part of the Coaching Children and Teens and the Coaching Children and Teens with ADHD Special Series/Concentrations, but you do not need to enroll in the Series/Concentrations to take this workshop.)*

Instructor: Anita Remig (see previous biography)

FEMALE HORMONES: THE X FACTOR IN MOOD DISORDERS

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #2509

Manchester/88: CRN 234216, Friday, June 10, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Research is increasingly documenting the effects of reproductive hormones in the diagnosis and treatment of anxiety and depression. Is it PMS, anxiety, or both? In this workshop we will explore these kinds of differential diagnoses. You will learn how efficacy of medication in females depends on the stage of the reproductive life cycle and how moods are affected by hormones in the adolescent female brain. You will also learn how methods of treatment should differ for women because of hormonal effects on the brain. Those disorders specific to women, such as post-partum mood disorders, PMDD, and more will be included in the discussion.

Instructor: Christine Miller (see previous biography)

ADOLESCENT PSYCHOLOGICAL/NEUROPSYCHOLOGICAL ASSESSMENT AND TESTING

Approved by NASW, NH Chapter, for 6 Cat. 1 CE Credits, Auth. #896

Manchester/88: CRN 236216, Friday, June 24, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

This workshop reviews normal and abnormal aspects of adolescence. Also discussed are changes in psychiatric diagnosis germane to the evaluation of adolescents which are contained in the Diagnostic and Statistical Manual- 5/DSM-5- American Psychiatric Association. Indications and contraindications for psychological/neuropsychological testing with adolescents and how to make an effective referral for testing will be outlined. Tests will be reviewed that are useful in differential diagnosis and psychoeducational planning: These include the Wechsler Intelligence Scales and brief “screening” measures for anxiety, depression, prodromal psychosis, mild autistic spectrum disorder and non-suicidal and suicidal self-harm. If time permits,

the Minnesota Multiphasic Personality Inventory (Adolescent Version/MMPI-A) will also be reviewed. Participants will be encouraged to discuss their experience with adolescent clients who have had testing as well as those who may benefit from testing.

Instructor: Jerrold Pollak (see previous biography)

COACHING CHILDREN FROM DYSFUNCTIONAL FAMILIES

Approved by NASW, NH Chapter, for 5.5 Cat. 1 CE Credits, Auth. #2694

Manchester/88: CRN 999359, Friday, July 8, 9:30 a.m.-4 p.m., .6 CEUs, \$189, lunch included

While mental health issues must be treated by licensed professionals, coaching also provides a means of teaching and supporting children from dysfunctional families. Many coaching strategies focus on improving communication, setting goals, problem solving and guiding imagery which benefit children who experience dysfunctional family life. Coaching empowers, educates and encourages children to understand their potential and make step-wise movements to learn skills, improve function and aspire to new heights. This workshop will address the dysfunctional family and related literature: conditional parenting (Edward L. Deci), disciplinary style, perfectionism, anxiety-generating styles, conflict-based approaches, dismissive and permissive parenting styles. Coaching techniques that support children with particular types of dysfunctional parenting styles are described. *(This is part of the Coaching Children and Teens Special Series, but you do not need to enroll in the series to take this workshop.)*

Instructor: Anita Remig (see previous biography)

EDUCATOR'S GUIDE TO PSYCHIATRIC MEDICATIONS

Manchester/88: CRN 999152, Friday, August 12, 9:30 a.m.-4 p.m., .6 CEUs, \$149, lunch included

Oftentimes you may feel as though you are working in a pharmacy. Youth are taking an array of prescription drugs for everything from ADHD to PTSD to PDD. In this workshop you'll learn about the most common psychiatric disorders seen in the school system, the acronyms for these illnesses, and the drugs used to treat them. The workshop will include the indications for these medications, how they affect the brain, their desired effects, and their possible side effects. You will learn to observe behaviors that might be a response to medication and the language to use to describe the symptoms so that prescribers and parents can best respond to the needs of the student/youth.

Instructor: Christine Miller (see previous biography)

GRANTWRITING

GRANTWRITING: THE FUNDAMENTALS

Portsmouth/Pease: CRN 284216, Friday, February 19, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

This grantwriting workshop provides an overview of the fundraising cycle. You will prepare an internal case for your organization in preparation to apply for grants. The process of researching and applying for grants from federal, state, and foundation funding sources will be covered. You will learn how to develop a creative idea, locate the right funding source, and write an effective proposal that includes an introduction, problem statement, objectives, timeframe, and evaluation. Come with an idea for funding. The workshop is specially suited to fundraisers, teachers, non-profit administrators, and related professionals. *(This is part of the Grantsmanship Certificate Program, but you do not need to enroll in the program to take this workshop.)*

Instructor: Sarah Gnerre, CFRE, MBA, is a fundraiser who has assisted nonprofit organizations with their grantwriting and fundraising activities. She has served on grants panels for the NH State Council for the Arts and the U.S. Dept. of Education, and she has won major grants from the Kresge Foundation, among others.

GRANT MANAGEMENT TECHNIQUES FOR NONPROFITS

Manchester/88: CRN 286216, Wednesday, March 16, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

Successful grants management is one of the greatest challenges in the nonprofit world. This workshop will help you to understand the entire grant cycle--from concept to closeout. You'll learn tips on how to satisfy your funders as you accomplish your program objectives. The workshop will also review sample grant monitoring systems. You'll discuss the roles and responsibilities of actors in the grants management process, current trends in the grant world, sources of income and contracts, internal and financial management, and grant monitoring systems. You will learn grant management tips and strategies for different funding sources and identify grant resources on the web. Who should take this class? Experienced grant managers who are looking for practical insights into grants management, nonprofit staff and board members who would like a broader understanding of nonprofit operations, and individuals from start-up organizations who are managing their first grants will all benefit from this workshop. *(This is part of the Grantsmanship Certificate Program, but you do not need to enroll in the program to take this workshop.)*

Instructor: Jack Smith, M.P.A., is a nationally recognized nonprofit consultant who

One-day Conference for Educators and Related Professionals

CONFLICT, COLLABORATION & COMMUNICATION

Sponsored by

UNH Professional Development & Training

Wednesday, May 11, 2016

8:50 a.m.-3:05 p.m. (check-in, 8:15 a.m.), .5 CEUs,
\$189 (\$225 if registered after April 28), CRN 154555

Keynote Speaker: Judy Ringer Transforming Conflict: Finding the Hidden Gifts

What if we could see our conflict and communication challenges as energy to be received, transformed, and redirected into something useful, while maintaining a calm and composed presence? The concept is appealing, but how do we actually do it?

Based on concepts from the martial art Aikido ("The Way of Harmony") and well-recognized texts and practices in the field of purposeful communication, this skill-based, interactive keynote introduces strategies for dealing with conflict and interpersonal communication challenges typical of educational systems. You'll practice mental, behavioral, and verbal skills to help you feel more confident expressing yourself, understanding others, and finding the hidden gifts in daily conflict.

Keynote: Judy Ringer is the author of *Unlikely Teachers: Finding the Hidden Gifts in Daily Conflict*. She provides conflict and communication training based on mind/body principles from the martial art Aikido, in which she holds a second-degree black belt. Employing best practice communication models, Judy brings to life key concepts such as self-management under pressure and appreciation of other viewpoints. Her programs are interactive, experiential, and energetic. She has written articles for *Aikido Today Magazine*, the *Society for Organizational Learning*, and *The Systems Thinker* and is the author of the award-winning newsletter, *Ki Moments*.

Plus 4 Breakout Sessions

(offered in morning, repeated in afternoon)

- **COLLABORATION BEYOND SCHOOL WALLS:**
Social Media for Professional Development
- **LETS TALK:**
How to Foster Honest, Open, Non-Defensive Dialogue about Difficult Issues
- **CHARACTERISTICS OF STRONG TEAMS:**
What Makes Effective Teams Tick?
- **EMOTIONALLY INTELLIGENT LEADERSHIP:**
Open Minds, Positive Outcomes

Get complete descriptions,
download a brochure & register on web.

www.learn.unh.edu/communication

offers management, project development training, and technical assistance to public and private organizations. He is a member of the adjunct faculty at the Emory University, Univ. of Southern Maine, and the Univ. of Georgia. He has trained several thousand individuals throughout the U.S. and abroad in grant management and grant writing. Audiences have included teachers and school administrators, mental health professionals, nurses, nonprofit staff and board members, state and municipal employees, consumer groups, and law enforcement. He has facilitated board retreats for dozens of nonprofit boards and statewide associations and presented at numerous national and state conferences.

NEW! WORKING WITH BOARDS

Portsmouth/Pease: CRN 290216, Friday, April 15, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

Improve your performance working with boards or as a board member. This workshop explores the many roles of board members, the characteristics of successful boards, staff and board relationships, by-laws, and group decision-making.

We will discuss the different types of boards, the ideal composition of a board, the four major roles of board members, how to review agency budgets and by-laws, the role of collaboration, Roberts Rules of Order, and legal responsibility in successful board meetings. Anyone who currently serves as a board member, works with board members, or aspires to be a board member should attend this workshop.

Instructor: Jack Smith (see previous biography)

NEW! WEB RESOURCES FOR GRANT SEEKERS

Portsmouth/Pease: CRN 293216, Wednesday, May 25, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

Grants totaling millions of dollars are available to nonprofits, but how do you find them and identify the organizations most likely to be interested in your proposal? In this workshop, you will: review research skills to target grant funds; increase your ability to search effectively online; explore cutting-edge grant technology; identify patterns of foundations, corporations, and private trusts; and--begin your own grant research.

Please bring a laptop computer or tablet/iPad if you have one. (*This is part of the Grantsmanship Certificate Program, but you do not need to be enrolled in the program to take this workshop.*)

Instructor: Jack Smith (see previous biography)

GRANTWRITING: ADVANCED

Manchester/88: CRN 295216, Friday, June 3, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

This advanced grantwriting workshop is “hands on” and each person will complete a proposal for funding. There will be an opportunity to critique several proposals and identify foundations for funding. You’ll learn about resources and strategies, budget presentation, and how to contact funding sources. Materials will be available to assist you in identifying a foundation and writing the grant proposal. Come with an idea for a funding project. Prerequisite: “Grantwriting: the Fundamentals” or some experience in grantwriting. (*This is part of the Grantsmanship Certificate Program, but you do not need to enroll in the program to take this workshop.*)

Instructor: Sarah Gnerre (see previous biography)

ANNUAL FUND DEVELOPMENT

Manchester/88: CRN 999309, Friday, August 5, 9:30 a.m.-4 p.m., .6 CEUs, \$175, lunch included

In this workshop you will discuss how to identify the base of support for your nonprofit organization to establish or increase its annual fund. You will learn how to get the board members and insiders to participate in the annual fund process. You will also identify eight strategies for building annual support and strategies to keep your annual fund donors contributing each year. Finally, get the most out of your annual fund by learning how to identify donors who could give more, much more!

Instructor: Sarah Gnerre (see previous biography)

MAKING YOUR BUSINESS WRITING MORE EFFECTIVE—INCLUDING EMAIL!

Manchester/88: CRN 422216, Tuesday, May 10, 9:30 a.m.-4 p.m., .6 CEUs, \$235, lunch included

Business writing has always been important to communicating effectively, but it is even more important now as more people use email as their primary means of written communication at work. Although it offers speed and simplicity email also presents the hazard of miscommunication and “missed communication,” often with unintended results. This workshop will cover the basic principles and practices for effective business writing, no matter what medium you use. You’ll review commonsense practices organized into a process that will enable you to be a good writer. You’ll be introduced to the steps of the process and then have a chance to try them out. You’ll then focus on the particular issues involved with email communication. You’ll look at how business-writing principles apply to email and how email differs

from other approaches. You’ll determine when to use email and when not to, how to express yourself so you’ll be understood, and what to avoid in email communication. (The instructor requests, if possible, that you bring examples of business writing and/or email communication from work to use during some of the workshop exercises.) (*This is part of the Communication Skills, Supervisory Skills, Human Resources Management, and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.*)

Instructor: Jim Milliken is a training consultant who specializes in communication, project management, and workplace skills. His clients include large and small corporations, academia, and nonprofits throughout New England.

PRESENTATIONS WITHOUT PANIC

Portsmouth/Pease: CRN 401216, Thursday, March 24, 9:30 a.m.-4 p.m., .6 CEUs, \$235, lunch included

For most people, the idea of making a presentation generates panic. In this workshop learn a step-by-step process that will help you turn that panic into poise. Learn how to identify your purpose, organize information for “flow,” and design memorable introductions and conclusions. Learn how to analyze your audience and adapt your material accordingly, and get techniques for managing nervousness and developing your own style of delivery. (*This is part of the Communication Skills, Supervisory Skills, Human Resources Management, and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.*)

Instructor: Tess George, M.A. in Speech Communication, is founder and principal of Speakwell, a communication training firm, focusing on communication skills in the workplace. She has taught a variety of communication classes at many colleges, including Penn State and UMass. With over 20 years’ experience in training, teaching, singing, acting and storytelling, she helps participants to reach their communication goals.

INTRO TO BASIC PROJECT MANAGEMENT

Offered twice:

Portsmouth/Pease: CRN 492216, Thursdays, March 10 and 17, 9:30 a.m.-4 p.m., 1.2 CEUs, \$575, lunch included

Durham/Elliott Alumni Center, 1925 Room: CRN 999504, Wednesday and Thursday, August 3 and 4, 9:30 a.m.-4 p.m., 1.2 CEUs, \$575, lunch included

Project management skills are becoming a required core competency for growth and quality-oriented organizations. This two-day workshop breaks down the process of planning and implementing projects into easily mastered steps. It will focus on the concepts, practices, and tools of real-world project management. You’ll learn how to determine when to use project management techniques, define project boundaries, establish the project’s structure with team roles and responsibilities, create the project charter, define project scope, create the work breakdown structure, determine the sequence of project work, create a realistic schedule, monitor progress, and communicate project status. (*This is part of the Project Management and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.*)

Instructor: Stephen Stofanek is a senior management consultant with over 30 years of business experience. He is the Chief Architect for the IT Harmony Business Change/Project Management solutions. He has delivered project and organizational change management training, consulting, and coaching to over 200 companies throughout New England such as Fairchild, The Jackson Laboratory, PSNH, Cornell University, Laconia Savings, Kennebunk Savings, York Hospital, and St Joseph’s Hospital/Bangor.

TOPICS IN ADVANCED PROJECT MANAGEMENT

Portsmouth/Pease: CRN 465216, Thursday, April 7, 9:30 a.m.-4 p.m., .6 CEUs, \$285, lunch included

This workshop offers the experienced project manager advanced techniques for increased productivity and success. You will focus on the concepts, practices, and tools of real-world project management. You will learn how to: create a network diagram; use problem-solving tools to analyze project alternatives; apply advanced scheduling and estimating techniques; develop and manage contracts successfully and build strong contracting relationships; negotiate and manage conflict; apply advanced resource planning techniques; establish project control systems; minimize organizational risk; and build quality into project deliverables. (*This is part of the Project Management and Grantsmanship Certificate Programs, but you do not need to enroll in the programs to take this workshop.*)

Instructor: Stephen Stofanek (see previous biography)

HEALTHCARE

NEW! MEDICAL IMPROV: LEARN HOW TO DELIVER THE OPTIMAL PATIENT EXPERIENCE

Portsmouth/Pease: CRN 436216, Tuesday, May 3, 9:30 a.m.-4 p.m., .6 CEUs, \$235, lunch included

Medical Improv is an innovative and dynamic experiential learning process that teaches healthcare professionals the soft skills associated with communication, collaboration, and leadership. Research shows that these skills are a critical factor in improving patient outcomes. Join us for an interactive workshop where you will develop your ability to listen, speak-up, lead, and follow when needed in this high-stakes, high-stress field. You will learn effective communication skills that you can apply to patient care, family dynamics, and professional relationships. Not only will you gain skills and capacities, you will also find that the learning and personal growth continues long after the workshop is over.

Instructor: Beth Boynton, RN, MS, national speaker, consultant, and author of "Successful Nurse Communication, Safe Care, Healthy Workplaces & Rewarding Careers." Beth specializes in communication, collaboration, and workplace culture and publishes the blog "Confident Voices in Healthcare." She is excited about the promise that Medical Improv holds for building essential skills in healthcare professionals. Her YouTube video, "Interruption Awareness: A Nursing Minute for Patient Safety," has been seen all over the world.

COMPUTER & TECHNOLOGY

(FOR DESCRIPTIONS, GO TO: WWW.LEARN.UNH.EDU/TRAINING/SEMINARS)

<https://learn.unh.edu/training/certificate-programs>

Adobe InDesign—Beginning—Durham/Kingsbury N134: CRN 326216
Saturday, March 5, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Design Basics Using Adobe InDesign —Durham/Kingsbury N134: CRN 331216
Saturday, March 19, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Adobe Illustrator—Introduction—Durham/Kingsbury N134: CRN 334216
Saturday, April 16, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Photoshop—Beginning—Durham/Kingsbury N134: CRN 344216
Saturday, April 23, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Adobe InDesign—Advanced—Durham/Kingsbury N134: CRN 345216
Saturday, April 30, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Intermediate Photoshop--Tips & Tricks—Durham/Kingsbury N134: CRN 346216
Saturday, May 7, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Creating Web Pages I—Basics of HTML—Durham/Kingsbury N134: CRN 325216
Saturday, February 27, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Creating Web Pages II—Basics of Cascading Style Sheets—Durham/Kingsbury N134: CRN 327216, Saturday, March 12, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Creating Web Pages III—Advanced Cascading Style Sheets and the Box Model—Durham/Kingsbury N134: CRN 332216, Saturday, April 2, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Using Dreamweaver I—Durham/Kingsbury N134: CRN 333216
Saturday, April 9, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Principles of Web Design—Durham/Kingsbury N134: CRN 347216
Saturday, May 14, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Photoshop for the Web—Durham/Kingsbury N134: CRN 348216
Saturday, June 4, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

Intermediate Excel—Durham/Kingsbury N134: CRN 329216
Wednesday, March 16, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

New! Advanced Excel—Durham/Kingsbury N134: CRN 330216
Thursday, March 17, 9 a.m.-4 p.m., .6 CEUs, \$215, lunch included

New! Technology & Best Practices for Creating Online Courses & Presentations: Using SnagIt, Captivate, MovieMaker, and More!—Online: CRN 237216, Monday to Friday, 3/28/2016 to 4/22, 9:30 a.m.-4:30 p.m., .9 CEUs, \$149

CONFERENCE FOR MANAGERS, SUPERVISORS, PROJECT & TEAM LEADERS

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CERTIFICATE PROGRAMS & SPECIAL SERIES

COACHING CHILDREN & TEENS (SPECIAL SERIES)

This Special Series is designed for professionals who wish to obtain knowledge and practical skills in coaching children and teens. You will learn the principles of the coaching process, examine cases and share experiences, participate in discussion and exercises focusing on coaching tools and techniques, and develop strategies to coach children and teens to recognize their unique strengths as well as develop abilities to deal with challenges and issues that face this generation. Once you complete the requirements of the Series you will receive a Letter of Achievement listing the offerings you completed and acknowledging your participation in these offerings. You are required to complete the Series within two years; however, sufficient topics will be offered in one year for those who wish to complete the program sooner. *Seminars marked with a CCT at the end of their description apply to this program.*

3 Required Workshops:

Fundamentals of Coaching Children and Teens: Principles, Practice and Power
Practical Techniques and Strategies for Coaching Children and Teens
The Practicum Experience in Coaching Children and Teens

Electives (choose three):

Several electives are offered each semester that apply to this program. Among the topics you will find seminars in are: Anxiety and Depression in Adolescent Girls; Coaching Children from Dysfunctional Families; Coaching Ourselves and Children and Teens for Creativity; Crises Intervention Theories and Skills; Nervous and Unhappy: Teen Anxiety and Depression; Self-Coaching as a Path for Coaching Children and Teens; and more as needs arise.

COACHING CHILDREN & TEENS WITH ADHD (SPECIAL SERIES)

Attention deficit hyperactivity disorder (ADHD) begins in early childhood and can last through the teen years into adulthood. Children with ADHD may have difficulty focusing, listening, sitting still, following instructions, and keeping emotions in check. Increasingly, research is showing that coaching can be a powerful tool in helping children and teens deal with the difficulties they face as a result of ADHD. The required workshops provide a basic foundation for coaching children and teens and the three electives focus specifically on coaching children and teens with ADHD. Upon completion, you will receive a Letter of Achievement listing the offerings you completed and acknowledging your participation in these offerings. You are required to complete the Series within two years; however, sufficient topics will be offered in one year for those who wish to complete the program sooner. *Seminars marked with a CCT at the end of their description apply to this program.*

3 Required Workshops

Fundamentals of Coaching Children and Teens: Principles, Practice and Power
Practical Techniques and Strategies for Coaching Children and Teens
The Practicum Experience in Coaching Children and Teens

Plus 3 Electives from a Variety of Workshops

Electives may include: Motivation, ADHD, and Learning; Strategies for Coaching Children and Teens with ADHD; ADHD: Neuroscience and Psychopharmacology; plus other topics relating to ADHD.

GRANTSMANSHIP (CERTIFICATE PROGRAM)

The Certificate Program in Grantsmanship will provide you with practical skills to develop and write grant proposals as well as manage the grant projects effectively once your grant comes in. You will learn about researching and applying for grants, how to develop a creative idea, locate the right funding source, and write an effective proposal. In addition to grantwriting, you will also learn practical strategies for managing your project, keeping it on time and on budget, developing appropriate reporting methods, and dealing effectively with others who are involved in the project. Electives will be offered to enable you to enhance your grantwriting and fundraising skills. You are required to complete the program within two years; however, sufficient topics will be offered in one year for those who wish to complete the Series sooner. *Seminars marked with a GW at the end of their description apply to this program.*

3 Required Workshops:

Fundamentals of Grantwriting Advanced Grantwriting Basic Project Management

Electives (choose two):

Electives will be offered in a variety of topics designed to enhance your grantwriting and fundraising skills.

FOR MORE INFORMATION ABOUT CERTIFICATE PROGRAMS & SPECIAL SERIES

For a list of seminars currently offered or to enroll in the program, go to:
<https://learn.unh.edu/training/certificate-programs>

For more information about the programs, call (603) 862-1739
or send an email to professional.development@unh.edu.

REGISTER EARLY!

Please try to register at least 2 weeks prior to the seminar date so we can count you in!

FOR MORE INFO

ABOUT THE WORKSHOPS

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ABOUT REGISTRATION

(603) 862-7380

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LOCATIONS

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(603) 862-7380
UNH campus

MANCHESTER

(603) 641-4350
Manchester/88:
88 Commercial St.

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Pease Tradeport

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You can also register by:

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Fax: Fax form to (603) 862-7381

Phone: Call (603) 862-7380

REFUND/WITHDRAWAL POLICY

Refund Policy: Refunds, less a \$25 processing fee, will be given if written cancellation is received five business days prior to the course or seminar.

Refund Policy for Online Courses: Please refer to the web at www.learn.unh.edu/online

MORE SEMINARS FOR YOUR PROFESSIONAL DEVELOPMENT

UNH Professional Development & Training also offers many more seminars and short-term noncredit Certificate Programs in a number of other professional fields, including project management and more. For all current offerings, go to:

www.learn.unh.edu/training

Note: The Massachusetts Licensing Board will accept any course that has received approval by any state chapter of NASW.

To register for ONLINE COURSES go to: www.learn.unh.edu/online

Spring '16 Couns & SW

REGISTRATION FORM

We encourage you to register on the web at www.learn.unh.edu/training

(You may also register by mailing this form to UNH Prof. Dev. & Training, Room G50, 11 Garrison Ave., Durham, NH 03824; calling 603/862-7380 or faxing 603/862-7381.)

(Please Print Clearly)

Date _____

Name (First) _____ (MI) _____ (Last) _____

Date of Birth (required) _____ Gender: Female _____ Male _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Email (required) _____

Home Address _____

City _____ State _____ Zip _____

Title _____ Employer _____

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City _____ State _____ Zip _____

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Location _____ Date _____ CRN _____ Cost _____

2. Title _____

Location _____ Date _____ CRN _____ Cost _____

PLEASE ENROLL ME IN THE FOLLOWING CERTIFICATE PROGRAM(S):

(enclose \$20 fee for each program): _____

PAYMENT: Enclosed is \$ _____ by : _____ Check (payable to UNH) _____ VISA _____ MC

Card No. _____ Exp. Date _____ CVV Code _____

Name on Card _____

Signature _____