

## DDAP ON-SITE TRAINING REQUEST FORM FOR PHILADELPHIA

The following is a description of the process for requesting an on-site training, which is regulated by the Commonwealth of Pennsylvania's Department of Drug and Alcohol Programs (DDAP). As stipulated by DDAP, on-site training requests for Philadelphia County must come through the Philadelphia Single County Authority (SCA) or its designee. In this case, the designee for the Philadelphia SCA is the Behavioral Health Training and Education Network (BHTEN). All requests will be handled by Yvette Kamimura-Jones, Behavioral Health Training Specialist at BHTEN. Her contact information is as follows:

Yvette Kamimura-Jones  
520 N. Delaware Avenue, Suite 306  
Philadelphia, PA 19123  
e-mail: [Ykamimurajones@bhten.com](mailto:Ykamimurajones@bhten.com)

Before completing and submitting this form, please read the following regulations established by DDAP:

1. "No On-Site Training Requests will be approved if the requested training is or has been offered in a Mini-Regional training or another approved On-Site Training within thirty days and fifty (50) miles of the requestor. When planning On-Site trainings based on this directive, SCAs and providers are encouraged to utilize a regional approach" (this statement is taken directly from the DDAP Bulletin No. 4-06, DDAP Training System Protocols; please visit DDAP's website to access a copy of this Bulletin).
2. On-site training requests must be received by DDAP, through the SCA, at least 90 days prior to the requested training date, but no more than 180 days prior to the training date. Failure to adhere to these timeframes will result in denial of your on-site training request by DDAP.
3. On-site training requests can also be denied if there are insufficient funds in a given approved trainers' contract.

Those requesting on-site trainings must check the DDAP Training Management System (TMS) website. In order to do so, you must go to <https://apps.ddap.pa.gov/TMS/> and register as a site user (this is free and only takes a few minutes). Doing this allows you to view all regional training, mini-regional trainings and onsite training requests that have been approved by DDAP; this includes information about topic, training date(s), location, etc. and will help you as you get ready to submit a training request. Following this procedure will lessen the chance that your on-site training request will be denied by DDAP.

You should also check the training dates of the BHTEN calendar which can be made available to you by visiting [www.bhten.com](http://www.bhten.com)

Once you have checked the DDAP training management system and BHTEN's calendar, you can fill out the training request form below.

**[FILL OUT FORM](#)**

# DDAP ON-SITE TRAINING REQUEST FORM FOR PHILADELPHIA

## ON-SITE TRAINING REQUEST FORM

This form must be submitted at least 90 days but no more than 180 days prior to the desired training date. Please note that it may take up to a week to process your request.

**NAME OF OFFICIAL CONTACT PERSON\***

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**Position/Title\***

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**Agency Name\***

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**Address\***

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**Phone\***

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**Email Address\***

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**Which training are you requesting?\***

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## DDAP ON-SITE TRAINING REQUEST FORM FOR PHILADELPHIA

**If you have preferred trainer, have you contacted the trainer? \***

- Yes
- No-If not, BHTEN will assign a trainer based on trainer availability.

**What is the desired training date? \***

MM DD YYYY

/ /

**Alternate Date 1\***

MM DD YYYY

/ /

**Alternate Date 2 \***

MM DD YYYY

/ /

**Start Time \***

00:00 AM

**End Time \***

00:00 PM

**Location of Training-Provide complete Address, Floor and Room \***

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**Is your agency a (Check one)\***

- Drug and Alcohol Facility
- SCA
- Other: \_\_\_\_\_

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**Please select which categories will be represented in the audience for this training. \***

- Counselors
- Administrators
- Support
- Prevention
- Intervention
- Other: \_\_\_\_\_

**How many participants will attend? \***

\_\_\_\_\_

**Do you plan to charge a fee for meals/break? \***

- Yes
- No

**If yes, how much are you planning to charge participants? \***

\_\_\_\_\_

**This form must be submitted at least 90 days before requested date, but no earlier than 180 days prior to the desired training date. Please note that it may take up to a week to process your request.**

**Thank you for submitting your request.**