

Chicago Department of Public Health

Capacity Building, Training & Technical Assistance Unit Training Calendar

May- August 2012

CDPH offers high quality, standardized trainings and workshops that make a difference, one person at a time, by helping increase knowledge of HIV and sexually transmitted infections (STI).



City of Chicago
Mayor Rahm Emanuel

Chicago Department of Public Health
Bechara Choucair, M. D.



How to Reach Us

City of Chicago Department of Public Health Capacity Building, Training & Technical Assistance Unit Training Calendar

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Dear Service Provider:

2011 marked the 30th year that HIV and AIDS has been part of our lives. HIV prevention and treatment efforts throughout Chicago have led to a 40% reduction in the number of HIV infections since 2000.

This is in part due to collaborative efforts between the Chicago Department of Public Health and many local and national community partners, such as yourself, all committed to preventing the spread of STIs. While we have come a long way, there is still work to be done.

One of our top priorities in *Healthy Chicago*, the City's public health agenda, is HIV prevention. One of the many prevention efforts, is providing free training courses throughout the year. The courses listed in this booklet are offered to educate and empower providers who offer STI /HIV services to at risk populations in Chicago.

I thank you for your participation and collaboration in spreading the message that STI /HIV's are preventable. Together with our community partners, we can reduce the number of reported cases and make Chicago a healthier city for residents in every neighborhood.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bechara Choucair'. The signature is fluid and cursive, with a large loop at the end.

Bechara Choucair, M.D.

Commissioner

Chicago Department of Public Health

How to Register for a Class

1. Read the course descriptions enclosed and determine what courses best meet your needs. Please note that some courses have a prerequisite requirement.
2. Use the course registration form enclosed in this booklet. Registration forms are also available online <http://goo.gl/BpC6H>. Tiny url. Complete one form per person to register for classes.
3. Registration forms can be e-mailed or faxed.

Email registration forms to: Idell.Brunt@CityofChicago.org

FAX registration forms to: 312-413-5309

4. Once you register, you will receive a confirmation letter via email or fax two weeks before the training.

There are a limited number of training participants per course, so it's important to register before the course dates. You must receive a confirmation to ensure you are properly registered for the course.

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About the Training Courses

Course Instructors:

Courses sponsored by the Capacity Building, Training & Technical Assistance Unit are taught by experienced professionals that are nationally certified instructor trainers. Participants will receive the most up-to-date facts, skills-building activities, and appropriate supplemental materials.

Certification:

For more information on which courses offer letters of attendance and certificates, refer to the course of interest inside this booklet. In addition, we are very proud to offer you the American Red Cross courses, which offer national certification. Please note that none of our courses offer Continuing Education Units (CEU's) or are meant to count towards any higher/continuing education requirements.

Prerequisite Requirement:

The American Red Cross Education and Prevention Courses (African American, Basic or Hispanic) **MUST** be successfully completed before registering for the following courses: HIV Prevention Counseling/Partner Services and Comprehensive Risk Counseling & Services.

Failure to Attend a Course:

Program supervisors will be notified of participants' failure to attend a course after confirming participation. If a participant confirms and cannot attend, it is expected that they call to cancel at least 24 hours in advance.

First Come First Serve Basis:

Registration is on a first come, first serve basis, with priority going to organizations currently funded by CDPH's Division of STI/HIV. Registration does not mean confirmation. There is a limited number participants per training course; therefore, it is important to register before the course dates.

Cancellation:

Capacity Building, Training & Technical Assistance Unit reserves the right to cancel classes due to insufficient registration. In such cases, notice will be given to reschedule.

To ensure the integrity and optimal delivery of our programming the following protocols have been established. Our goal is to consistently and appropriately uphold each protocol below to ensure you get the most out of classes.

Training Registration:

- Agencies Funded by CDPH's STI/HIV Division are given priority in course registration.
- Registration is on a first come, first served basis.
- Participants must meet all course prerequisites identified.
- Course (i.e. multi-day trainings) registrations MUST be confirmed in writing via CDPH training staff in order to secure a space.
- Workshop (i.e. single day educational sessions) registrations will be confirmed according to varying criteria (i.e. room capacity, topic, etc.).

Time & Attendance:

- Participants must attend all sessions of each training to receive letters of attendance. It is expected that no participant shall register for a course with prior knowledge of inability to complete a course in its entirety.
- Participants must arrive to each course session on time. It is expected that participants arrive a minimum of 20 minutes prior to start time on the first day.
- Participant who arrive late will not be admitted.
- Confirmed participants who fail to complete a multi-day course will have their supervisor and/or Executive Director notified.
- Confirmed participants who are unable to participate in a given course are expected to cancel their confirmation by telephone or in writing (via email or fax) at least 24 hours in advance. Failure to comply will result in notification to the immediate supervisor and/or Executive Director.

Participation:

- Participants who disrupt and/or otherwise impair the learning process of others will be asked to leave a workshop or training as well as have their immediate supervisor/Executive Director notified.
- Participants who are unable to actively participate in a given course will be asked to reschedule when they are able to do so.

List of Courses

Courses	Date(s)	Time	Location
Hepatitis Workshop	May 2	9:00 am-2:30 pm	Mile Square 2 2045 W. Washington Blvd.
HIV Prevention Counseling/ Partner Services.	May 8-11, 15-16	9:00 am-4:00pm	Mile Square 2045 W. Washington Blvd.
Sexually Transmitted Infections (STI) Spanish	May 30-31	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.
American Red Cross Basic Education & Prevention Instructor Course	June 11-15	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.
Street & Community Outreach Intervention	June 20-22	9:00 am-4:00pm	Mile Square 2045 W. Washington Blvd.
Sexually Transmitted Infections (STI)	June 28-29	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.
African American Education & Prevention Instruction	July 9-13	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.
Hepatitis Workshop	July 27	9:00 am-2:30 pm	Mile Square 2045 W. Washington Blvd.

Courses	Date(s)	Time	Location
Medical Update	July 31	9:00 am-1:30 pm	Mile Square 2045 W. Washington Blvd.
HIV Prevention Counseling / Partner Services	August 7-10, 14-15	9:00 am-4:00pm	Mile Square 2045 W. Washington Blvd.
Sexually Transmitted Infections (STI)	August 23-24	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.
Street & Community Outreach Intervention	August 29- 31	9:00 am-4:00 pm	Mile Square 2045 W. Washington Blvd.



American Red Cross: African American HIV Education and Prevention Instructor Course

Course Description:

This course prepares participants to share facts about HIV and AIDS in factually-accurate, non-judgmental and culturally-sensitive ways with diverse populations. All participants will be trained as instructors who will facilitate culturally-appropriate HIV/AIDS prevention education sessions with African American and multi-cultural groups to encourage people to apply those facts to their own behavior.

This course is a five (5) day sequence, that includes, Fundamentals of Instructor Training and HIV/AIDS Starter Facts.

Prerequisites: Participants must be at least 17 years of age and have successfully completed these online courses: HIV 101 and Sexually Transmitted Diseases (STDs) 101.

Audience: This course is ideal for Health Educators, HIV Counselors, Case Managers, Prevention Case Managers, Street Outreach Workers, and other similar positions.

Course Location: July 9 - 13, 2012

Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 8:30 am to 4:00 pm

Participants completing the course successfully will receive a letter of attendance and certification at the end of this course.

Taller de Prevención Educación sobre Las Enfermedades de Transmisión Sexual En Español/In Spanish

Descripción del curso: >

Este curso esta diseñado para mejorar el concimiento de los participantes en lo que serefriere a las Enfermedades de Transmisión Sexual (ETS's) y sus sintomas. Los participantes aprenderán sobre los modos de transmisión, técbucas de reddyccuón de riesgo, y destrezas de prevención para asistir a la gente en adoptar un comportamiento más seguro.

Prerequisitos: Ninguno.

Audiencia: Este curso en ideal para proveedores de servicios que dan educación de grupo o individual, Educadores de Salud, Consejeros del VIH, Trabajadores de Casos, Promotores de Salud, y otras posiciones similares.

Localidad del Curso: May 30 - 31, 2012

Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Horario: 9:00 am to 4:00 pm

Candidatos exitosos recibirán Cartas de Asistenciay Certificados al fin del curso.

American Red Cross Basic HIV/AIDS: Education and Prevention Instructor Course

Course Description:

This course prepares participants to share facts about HIV and AIDS in factually-accurate, non-judgmental and culturally-sensitive ways with diverse populations. All participants will be trained as instructors who will discuss facts about issues of HIV/AIDS, sex, substance use, and other sensitive topics. This course is a five (5) day sequence, that includes, Fundamentals of Instructor Training and HIV/AIDS Starter Facts and HIV/AIDS Facts Practice.

Prerequisites: Participants must be at least 17 years of age and have successfully completed these online courses: HIV 101 and Sexually Transmitted Diseases (STDs) 101.

Audience: This course is ideal for Health Educators, HIV Counselors, Case Managers, Prevention Case Managers, Street Outreach Workers, and other similar positions.

Course Location: **June 11 - 15, 2012**

Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 8:30 am to 4:00 pm

Participants completing the course successfully will receive a letter of attendance and certification at the end of this course.

Fundamental of HIV Prevention Counseling /Partner Services

Course Description:

This course prepare participants to deliver HIV prevention counseling skills and strategies. Emphasis is on basic counseling skills and concepts with several opportunities to practice and receive feedback. Participants explore issues and protocols for HIV testing, including HIV test-result giving and partner elicitation. Individual counselor performance assessments and pre and post course knowledge tests are used as measurement tools.

Prerequisites: It is required that participant be successful in the American Red Cross (Basic, or African-American or Hispanic HIV Education & Prevention Course) in order to register for this course.

Audience: This course is ideal for service providers offering individual HIV prevention counseling services (including counseling and testing,) Case Management, Prevention Case Management, Health Educator, Street Outreach, and other similar positions.

Course Dates: **May 8 - 11, May 15- 16**
August 7 - 10, 14 - 15, 2012
Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 9:00 am to 4:00 pm

Participants completing the course successfully will receive a letter of attendance and certification at the end of this course

Sexually Transmitted Infections Prevention Education Workshop: Education & Prevention Instructor Course

Course Description:

This course is designed to enhance participant knowledge of sexually transmitted infections (STIs) and symptoms of various STIs. Participants also learn about various modes of transmission, risk reduction, and prevention skills to assist people in adoption prevention behavior.

Prerequisites: None

Audience: This course is ideal for service providers offering individual or group STI/STD Education. Health Educators, HIV Counselors, Case Managers, Prevention Case Managers, Street Outreach Workers, and other similar positions.

Course Dates: **June 28 - 29, 2012**

August 23 - 24, 2012

Mile Square Health Center

2045 W. Washington Blvd., Lower Level

Chicago, IL 60612

Course Time: 9:00 am to 4:00 pm

Participants completing the course successfully will receive a letter of attendance at the end of this course.

Hepatitis Prevention Education Workshop

Course Description:

This session provides background and rationale for integration of viral hepatitis prevention into current HIV prevention and education activities. The workshop includes comprehensive information on the modes of transmission, symptoms, and treatment of Hepatitis A, B, and C. Hepatitis in special populations and issues of co-infection with HIV will also be discussed. Participants will be given information and resources to incorporate of hepatitis prevention and treatment messages into HIV prevention activities. Audience participation and activities focus on relating hepatitis to current prevention work.

Audience: This workshop is ideal for service providers offering services to populations at significant risk for Hepatitis infection. Health Educators, HIV Counselors, Disease Investigators, Prevention Case Managers, and other similar positions are encouraged to register for this workshop.

Course Date: May 2, 2012
July 27, 2012

Course Location: Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 9:00 am to 2:30 pm

Participants completing the course successfully will receive a letter of attendance at the end of this course.

HIV Medical Update Workshop

Course Description:

This workshop increases participants knowledge of HIV/AIDS and STI's. Topics focus on the most current issues related to treatment, prevention and research.

Prerequisites: None

Audience: This workshop is ideal for service providers providing direct services to populations at significant risk for Hepatitis infection Health Educators, HIV Counselors, Disease Investigators, Prevention Case Managers, and other similar positions are encouraged to register for this workshop.

Course Date: July 31, 2012

Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 9:00 am to 1:30 pm

Participants completing the course successfully will receive a letter of attendance at the end of this course.

Street & Community Outreach Intervention Workshop

Course Description:

This workshop prepares HIV prevention providers to deliver street and outreach interventions and risk reduction services to diverse populations, including injection drug users and commercial sex workers.

Prerequisites: Basic knowledge of HIV/AIDS and substance abuse.

Audience: This course is ideal for Peer Educators, HIV Prevention Counselors, Case Managers, Prevention Case Managers, Outreach Workers and other similar positions.

Course Dates: **June 20 - 22, 2012**
August 29 - 31, 2012

Course Location: Mile Square Health Center
2045 W. Washington Blvd., Lower Level
Chicago, IL 60612

Course Time: 9:00 am to 4:00 pm

Participants completing the course successfully will receive a letter of attendance at the end of this course.

2012 CDPH Course Schedule Year at a Glance

**A new courses schedule is issued 3 times a year.
The following classes will be offered in 2012:**

January - April

- Basic HIV/AIDS Fundamentals 2
- African American: Fundamentals 2
- Hispanic: Fundamentals
- STI Prevention Education
- HIV Prevention Education
- TB Prevention Education
- Comprehensive Risk Counseling
- Human Sexuality Workshop
- Medical Update Workshop

May - August

- HIV Prevention Counseling 2
- African American: Fundamentals
- STI Prevention Education (Spanish)
- Basic HIV/AIDS: Fundamentals
- STI Prevention Education 2
- Street and Community Outreach Intervention 2
- Medical Update
- Hepatitis Workshop 2

September- December

- HIV Basic Fundamentals
- African American: Fundamentals
- Hispanic: Fundamentals
- HIV Prevention Counseling
- Street and Community Outreach Intervention
- Comprehensive Counseling Services
- Human Sexuality Workshop
- TB Prevention Education Workshop
- HIV Prevention Counseling (Spanish)

Did You Know...

Did you know that CDPH will distribute 10 million free male and female condoms this year to individuals and distribution partners? If you are interested in becoming a distribution partner, please email condoms@cityofchicago.org or visit us online to learn more at www.cityofchicago.org/health.

Register for your online classes through the Learning Management System (LMS) to increase knowledge of HIV and Sexually Transmitted Infections (STI). Classes are free and offered 24 hours a day, seven days a week (24/7). Online classes are offered as a learning tool for health care providers, employees of community based organizations and AIDS service organizations.

HIV 101: Learn The Facts:

This is an introductory course that will teach you the basic facts about HIV/AIDS covering transmission, prevention and testing.
Academic hours: 2

Sexually Transmitted Infections (STI's) 101:

This is an introductory course. This online course includes graphic images of human body parts and various forms of STIs. Viewer discretion is advised. STI's 101 is an online course covering the most common STIs in the U.S.
Academic hours: 2

Introduction to Viral Hepatitis Overview: Level 100:

This is an introductory course that will introduce you to the Hepatitis Viruses: A, B, C, D, and E. Hepatitis A, B, and C are covered in detail. Epidemiology, transmission, symptoms, prevention and treatment issues are also presented.
Academic hours: 2

Hepatitis C Virus: Counseling & Testing:

Level 101:
Prerequisites: Introduction to Viral Hepatitis Overview: Level 100 required
This online course covers the Hepatitis C Virus as it relates to counseling and testing. Prevention and treatment issues are also covered.
Academic hours: 2

Tuberculosis (TB) 101:

This is an introductory course that covers basics about the bacteria called *Mycobacterium tuberculosis* (TB). The class covers transmission, testing, LTBI and Active TB disease information .

Academic hours: 1

Fiscal Management Basics: Level 100:

This is an introductory course teaching Fiscal Management Basics that will introduce you to some fundamental elements of a sound financial system.

Academic hours: 2

Grant Writing Basics: Level 100:

This is an introductory course that will present the fundamentals of preparing a successful grant proposal for securing funds from private and public sources. This information is for individuals with varying levels of experience in grant writing, with an emphasis on government grant application requirements.

Academic hours: 4

How to Register:

Visit <http://www.cdphlms.com/Public/default.aspx> Courses are listed under Course catalog HIV/AIDS

For more information contact:

Marion.Matlock@cityofchicago.org
(312) 413-2402

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