A course registration form is enclosed for your convenience (see center of booklet). Please make multiple photocopies before writing on the registration form. Use one form per person to register for classes. Fax completed registration forms to the HIV/AIDS Training Unit (HATU) at 312-413-5309.

The courses offered in this booklet are the only courses available for registration through the HIV/AIDS Training Unit.

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**ANNOUNCEMENTS**

Keep Your Eyes Peeled For These Upcoming Events

The Community Standard Review panel is looking for new members, especially bilingual individuals. Our goal is to provide guidance for the development and use of educational material and to consider the appropriateness of HIV prevention messages designed to communicate with various groups. For more information, please contact:

Marguerite L. Harrold at (312) 413-3961.
ANNOUNCEMENTS

Keep Your Eyes Peeled For These Upcoming Events

CDPH, Capacity Building & Training Unit Online Courses

Grant Writing Basics: Level 100: This is an introductory course. Academic hours: 4.
Fiscal Management Basics: Level 100: This is an introductory course. Academic hours: 2.
Introduction to Viral Hepatitis Overview: Level 100: This is an introductory course. No prerequisites are required. Academic hours: 2.
TB 101 Tuberculosis (TB) 101 Course
Course Description: This is an introductory online course to the bacteria called Mycobacterium tuberculosis (TB). Transmission, testing, LTBI and Active TB disease information are covered.
Prerequisites: None. Course Competencies: 413 Population Based Prevention
417 Public Health interventions
Hepatitis C Virus: Counseling & Testing: Level 101: Prerequisites: Introduction to Viral Hepatitis Overview: Level 100 required. Academic hours: 2.
For more information or to register, visit http: www.cdphlms.com/Public/default.aspx. Login is required to view course description. You may suspend courses at any time and return to it later. However, you may not suspend the quiz/exam. Upon completion of online course quiz/exam, certificate printing is enabled. Online courses are available 24 hours daily unless server is being serviced. For additional information, please contact Griselle Torres at torres_griselle@cdph.org.

Dear Service Provider:
The Chicago Department of Public Health (CDPH), Division of STI/HIV/AIDS is pleased to announce the courses offered by the HIV/AIDS Training Unit from January 1 through April 30, 2010.
The HIV/AIDS Training Unit (HATU) and the Educational Resource & Information Center (ERIC) is located at 2045 W. Washington Blvd., Lower Level, Chicago, IL 60612.
In selecting a course, carefully read the course description to identify the training(s) that will best meet your needs. The following courses have prerequisites that must be met before enrollment: Fundamentals of HIV Prevention/Partner Services and Comprehensive Risk Counseling & Services. The American Red Cross Education and Prevention Course (African American, Basic or Hispanic) MUST be successfully completed before registering for these courses.
Courses sponsored by the CDPH HIV/AIDS Training Unit (HATU) are taught by experienced nationally certified professional trainers. Participants will receive the most up-to-date facts, skills building activities, and appropriate supplemental materials.
The HIV/AIDS Training unit offers a sequence of courses to educate and empower service providers who provide or wish to provide STI, TB, Hepatitis and HIV/AIDS prevention education to at risk populations in Chicago.
For more information on which courses offer certificates, and/or letters of attendance, refer to the course of interest inside this booklet. We are very proud to offer you American Red Cross courses, which offer national certification as well. Please note that none of our courses offer Continuing Education Units (CEU’s) or are meant to count towards any higher/continuing education requirements.
Please be aware of the HIV/AIDS Training Unit protocols. Program supervisors will also 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.
Registration is on a first come, first served basis, with priority going to prevention organizations currently funded by the Division of STI/HIV/AIDS. Registration can be mailed e-mailed or faxed, Monday through Friday. The Training Unit reserves the right to cancel classes due to insufficient registration. In such cases, notice will be given to reschedule.
Please note: registration does not mean confirmation, and that there is a limit of training participants per course; therefore, it is important to register before the course dates.
The HIV/AIDS Training Unit staff is dedicated to assisting community based organizations and the work that they do. Please do not hesitate to contact any of us with questions and concerns.

Respectfully,

Dwight G.E. Hunter, Program Director
HIV/AIDS TRAINING UNIT PROTOCOLS

Protocols are the written and observed standardized rules of agreement in which services will be delivered by the HIV/AIDS Training Unit (HATU). It is the goal of CDPH staff to consistently and appropriately uphold each protocol below to ensure program integrity and optimal service delivery.

Training Registration
- Agencies funded by the Chicago Department of Public Health (CDPH) for HIV prevention are given priority with course registration.
- Registration is on a first come, first serve basis.
- Participants must meet all course pre-requisites identified.
- Course (i.e. multi-day trainings) registration MUST be confirmed in writing via CDPH training staff in order to secure a space.
- Workshop (i.e. single day educational sessions) registration 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.
- Participants 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 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.
- Adherence to course “ground rules” are expected.
- Sleeping or eating meals during a course will not be tolerated.
- Cellular telephone calls that disrupt course delivery will not be tolerated.
- Participant who fail a courses twice in a row will not be able to register for that course again for six (6) months.

If your agency is interested in receiving condoms and/or brochures to support your STI/HIV/AIDS prevention services and programs, please contact the Educational Resource and Information Center (ERIC) at the Chicago Department of Public Health.

Feel free to contact Idell Brunt at 312-413-1852 for more information.

Together, we are the best STI/HIV/AIDS program in the country!
Chicago Department of Public Health Mission Statement

The mission of the Chicago Department of Public Health (CDPH) is to make Chicago a safer and healthier city by working with community partners to promote health, prevent disease, reduce environmental hazards and ensure access to health care.

HIV/AIDS Training Unit Mission Statement

The mission of the HIV/AIDS Training Unit (HATU) is to provide high quality, standardized trainings and workshops in an effort to make a difference, one person at a time, by helping individuals prevent the spread of HIV and sexually transmitted infections (STI’s).

STAFF CONTACT INFORMATION

Idell Brunt 312-413-1852
José G. González 312-413-1268
Marguerite Harrold 312-413-3961
Victoria Romero 312-413-2912
Orlando Valenzuela 312-413-2424

Program Director
Dwight G.E. Hunter 312-413-5488

Fax registration forms to 312-413-5309
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 and skills to their own behavior. CDPH teaches this course as part of a five (5) day sequence, to include: Fundamentals of Instructor Training and HIV/AIDS Starter Facts.

Prerequisites: As offered by CDPH, Fundamentals of Instructor Training, and HIV/AIDS Starter Facts are prerequisites. Successful completion of knowledge assessments is required. Participants must be at least 17 years of age at completion of the course.

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

Course Date: February 22 - 26, 2010

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

Course Time: 8:30 am to 5:30 pm

Successful participants will receive a letter of attendance and certificates of completion at the end of this course.

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Date(s)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross Basic Education &amp; Prevention Instructor Course</td>
<td>January 11,12, 13, 14 &amp; 15</td>
<td>8:30 am - 5:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>African American Education &amp; Prevention Instructor Course</td>
<td>February 22, 23, 24, 25 &amp; 26</td>
<td>8:30 am - 5:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>American Red Cross Basic Education &amp; Prevention Instructor Course</td>
<td>April 26, 27, 28, 29 &amp; 30</td>
<td>8:30 am - 5:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>African American Education &amp; Prevention Instructor Course</td>
<td>April 12, 13, 14, 15, &amp; 16</td>
<td>8:30 am - 5:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Hispanic Red Cross Education &amp; Prevention Instructor Course</td>
<td>March 15, 16, 17, 18 &amp; 19</td>
<td>8:30 am - 5:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>HIV Prevention Counseling+ Partner Services</td>
<td>January 26, 27, 28, 29 + Feb 2 &amp; 3</td>
<td>9:00 am - 4:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Hepatitis Workshop</td>
<td>March 11</td>
<td>9:00 am - 4:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Human Sexuality</td>
<td>April 8 &amp; 9</td>
<td>9:00 am - 4:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Medical Up-Date</td>
<td>March 12</td>
<td>9:00 am - 1:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Tuberculosis Workshop</td>
<td>March 26</td>
<td>9:00 am - 1:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
<tr>
<td>Sexually Transmitted Diseases</td>
<td>March 4 &amp; 5</td>
<td>9:00 am - 4:30 pm</td>
<td>Mile Square 2045 W. Washington Blvd.</td>
</tr>
</tbody>
</table>

Fax registration forms to 312-413-5309
Sexually Transmitted Diseases Prevention Education Workshop

**Course Description:** This course is designed to enhance participant knowledge of sexually transmitted infections (STI’s) and symptoms of various sexually transmitted diseases (STD’s). Participants also learn about various modes of transmission, risk reduction, and prevention skills to assist people in adopting 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, Street Outreach Workers, and other similar positions.

**Course Date:** March 4 & 5, 2010

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

**Course Time:** 9:00 am to 4:30 pm

Successful participants will receive a letter of attendance at the end of this course.

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 and skills to their own behavior. CDPH teaches this course as part of a five (5) day sequence, to include: Fundamentals of Instructor Training and HIV/AIDS Starter Facts.

**Prerequisites:** As offered by CDPH, Fundamentals of Instructor Training, and HIV/AIDS Starter Facts are prerequisites. Successful completion of knowledge assessments is required. Participants must be at least 17 years of age at completion of the course.

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

**Course Date:** April 12 – 16, 2010

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

**Course Time:** 8:30 am to 5:30 pm

Successful participants will receive a letter of attendance and certificates of completion at the end of this course.
American Red Cross Basic HIV/AIDS: Education & 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. CDPH teaches this course as part of a five (5) day sequence, to include: Fundamentals of Instructor Training, HIV/AIDS Starter Facts and HIV/AIDS Facts Practice.

**Prerequisites:** As offered by CDPH, Fundamentals of Instructor Training, HIV/AIDS Starter Facts, and HIV/AIDS Facts Practice are prerequisites. Successful completion of knowledge assessments is required. Participants must be at least 17 years of age at completion of course.

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

**Course Date:** January 11 - 15, 2010

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

**Course Time:** 8:30 am to 5:30 pm

Successful participants will receive a letter of attendance and certificates of completion at the end of this course.

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Human Sexuality Workshop

**Course Description:** This course will use conversation, music, & activities to give participants a foundation in theories of human sexuality. Participants will create concrete strategies to connect individual’s sexual selves to the work of HIV/STI prevention.

**Prerequisites:** None

**Audience:** This course is ideal for service providers offering any HIV/STI prevention or intervention services.

**Course Date:** April 8 & 9, 2010

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

**Course Time:** 9:00 am to 4:30 pm

Successful participants will receive a letter of attendance at the end of the workshop.
The purpose of a catalog is to sell products or services to a targeted audience, or to advertise upcoming classes or events. Catalogs can be a great way to market your products or services, and also build your organization's identity.

First, determine the audience of the catalog. This could be anyone who might benefit from the products or services it contains. Next, establish how much time and money you can spend on your catalog. These factors will help determine the length of the catalog and how frequently you publish it. It's recommended that you publish your catalog at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Also consider how you want to print your catalog. You can print it on a desktop printer, at a copy shop, or at a commercial printing service. In addition to your budget, the complexity of the publication—including whether you print it as a black and white or a color publication—will help determine the best method for printing your publication.

Before you print your catalog, consider how you will bind your pages. The number of pages, how the reader will use it, and whether you mail it will help you determine the type of binding. For example, if you have only a few pages and your catalog is meant to be held, you might consider folding the pages and stapling the spine. Larger catalogs that are meant to be folded flat work best with a plastic binding with punched holes, while larger publications meant to be held like a book are best served by gluing the pages, or "perfect binding."

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**Cruz Roja Americana: Programa Hispano de Educacion y Prevencion Sobre el VIH/SIDA**

**Descripción del curso:** Este curso prepare a los candidatos a compartir hechos sobre el VIH/SIDA enfocándose en los hechos, sin emitir perspectiva que emite juicios, y de una manera sensible a la cultura Latina. Todos los candidatos serán entrenados como instructores que facilitarán sesiones comunitarias culturalmente apropiadas para alentar a miembros de la comunidad a que apliquen los hechos a las realidades de sus vidas y que logren cambiar su comportamiento.

**Prerrequisitos:** Cumplir satisfactoriamente los cursos de Capacitación Básica para Instructores, Introducción a los Hechos y Práctica de los Hechos. Estos cursos son ofrecidos dentro de los cinco (5) días de entrenamiento. Se espera que los candidatos tengan experiencia trabajando en comunidades Latinas y la habilidad de comunicarse en Español. Todos los candidatos deben tener un mínimo de 17 años de edad.

**Audencia:** Este curso es ideal para promotores de salud, consejeros de VIH, manejadores de casos (case managers), u otras posiciones similares.

**Localidad del Curso:** March 15 – 19, 2010

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

**Horario:** 8:30 am to 5:30 pm

*Candidatos exitosos recibirán Cartas de Asistencia y Certificados al fin del curso.*

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**American Red Cross Basic HIV/AIDS: Education & 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. CDPH teaches this course as part of a five (5) day sequence, to include: Fundamentals of Instructor Training, HIV/AIDS Starter Facts and HIV/AIDS Facts Practice.

**Prerequisites:** As offered via CDPH, Fundamentals of Instructor Training, HIV/AIDS Starter Facts, and HIV/AIDS Facts Practice are prerequisites. Successful completion of knowledge assessments is required. Participants must be at least 17 years of age at completion of course.

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

**Course Date:** April 26 - 30, 2010

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

**Course Time:** 8:30 am to 5:30 pm

Successful participants will receive letters of attendance and certificates of completion at the end of this course.
Fundamentals of HIV Prevention Counseling/Partner Services

**Course Description:** This course prepares 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 a person be successful in American Red Cross (Basic HIV/AIDS Education, African-American, or Hispanic) 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 Education, Street Outreach, and other similar positions.

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**Course Date:** January 26 - 29 + Feb 2 & 3, 2010

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

**Course Time:** 9:00 am to 4:30 pm

Successful participants will receive a letter of attendance and certificates of completion at the end of this course.

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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 hepatitis prevention and treatment messages into HIV prevention activities. Audience participation and activities focus on relating hepatitis to current prevention work.

**Prerequisites:** None

**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:** March 11, 2010

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

**Course Time:** 9:00 am to 4:30 pm

Successful participants will receive a letter of attendance at the end of this workshop.
Medical Update Workshop

**Course Description:** This workshop increases participants knowledge of HIV/AIDS and STI’s. Topics on the most current issues related to treatment, prevention and research.

**Prerequisites:** None

**Audience:** This workshop is ideal for service providers that provide direct services to populations at significant risk for Hepatitis Infection Health Educators, HIV Counselors, Disease Investigator, Case Manager, Prevention Case Managers, and other similar positions are encouraged to register for this workshop.

**Course Date:** March 12, 2010

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

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

Successful participants will receive a letter of attendance at the end of the workshop.

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Tuberculosis Workshop

**Course Description:** This workshop prepares participants with basic knowledge of Tuberculosis (TB) infection, treatment options, and the correlation between TB and HIV/AIDS. This workshop will deal with issues of stigma and related topics.

**Prerequisites:** None.

**Audience:** This workshop is ideal for service providers who offer direct services to populations at significant risk for TB infection and/or disease. Health Educator, HIV Counselor, Disease Investigator, Case Manager, Prevention Case Managers, and other similar positions.

**Course Date:** March 26, 2010

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

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

Successful participants will receive a letter of attendance at the end of this course.

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Fax registration forms to 312-413-5309