

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation – Training Opportunities for 2012	REFERENCE NUMBER: 2012-001
DATE ISSUED: 1/17/2012	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Tracy Caldwell, Workers' Compensation Program
Desk: (916) 445-9760
Email: tracy.caldwell@dpa.ca.gov

Please visit our [Workers' Compensation web page](#) and view the links under "Training for HR Staff" to see descriptions and to register for the following events:

Return to Work Training Class #835 (registration required)

This three day course will only be offered ONCE in 2012 in the Hearing Room of the Department of Consumer Affairs, 1625 North Market Boulevard, Sacramento, CA 95834.

- May 15 through 17, 2012 from 8:15 am to 4:00 pm *each day*

Please note, registrations will be limited to staff who have not attended any prior sessions of this class because the agenda is the same every year.

The Life of a Workers' Compensation Claim (registration required)

This is a repeat of the first day of the three day course (above) and will be offered four times in 2012 in the Hearing Room of the Department of Consumer Affairs, 1625 North Market Boulevard, Sacramento, CA 95834.

- March 19, 2012 from 8:15 am to 4:00 pm
- July 10, 2012 from 8:15 am to 4:00 pm
- October 11, 2012 from 8:15 am to 4:00 pm
- December 5, 2012 from 8:15 am to 4:00 pm

Return to Work Enhanced Overview (registration required)

This one day course will be offered four different days at the California Highway Patrol Headquarter Campus, 601 North 7th Street, Sacramento, CA 95811. Please register for the ONE session most convenient for you.

- April 17, 2012 from 9:00 am to 4:00 pm
- June 4, 2012 from 9:00 am to 4:00 pm
- September 12, 2012 from 9:00 am to 4:00 pm
- December 4, 2012 from 9:00 am to 4:00 pm

Return to Work Forum (no registration necessary)

The quarterly forums will be held at the Cal/EPA Building, Sierra Hearing Room, 1001 "I" Street, Sacramento, CA 95814 and simultaneously web cast from 9:00 am to Noon.

- January 26, 2012
- April 25, 2012
- July 2012 ~TBA
- October 2012 ~TBA

Before each forum, an agenda and log on instructions will be sent to all return to work coordinators.

If you need further information, assistance, or an accommodation please contact Tracy Caldwell.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division