

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation Program – Training Classes in 2014	REFERENCE NUMBER: 2014-007
DATE ISSUED: 2/18/2014	SUPERSEDES:

This memorandum should be forwarded to:

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

FROM: Department of Human Resources
Benefits and Training Division

CONTACT: Tracy Caldwell
(916) 445-9760
Fax: (916) 322-3769
Email: tracy.caldwell@calhr.ca.gov

Per the Master Agreement, all new Return-to-Work Coordinators (RTWCs) shall take a Return-to-Work Training Class within the first year of appointment and sixteen hours of additional training each year thereafter.

Please visit the [workers' compensation page](#) and look under "Training for HR Pros" to register for these free classes:

Return-To-Work Training Class

This three-day course satisfies the training requirement of newly appointed RTWCs. It will be offered twice this year. Please register for the session that best meets your needs.

- Monday, April 14, Monday, April 21, and Monday April 28, 2014
OR
- Monday, August 4, Tuesday, August 5, and Wednesday, August 6, 2014

You will receive a system generated confirmation immediately after registering and another confirmation from the facilitator closer to the event.

The Life of a Workers' Compensation Claim

This one-day course is a repeat of the first day of the Return-to-Work Training Class above. It is a great refresher for experienced staff and a great introduction for new staff who are not able to attend one of the three day sessions.

It will be offered twice this year in Sacramento.

- Monday, June 23, 2014
OR
- Wednesday, October 29, 2014

You will receive a system generated confirmation immediately after registering and another confirmation from the facilitator closer to the event.

Return-to-Work Enhanced Overview

This three-hour course is revised every year and incorporates current trends, changes, and procedures essential to the success of your return-to-work program. All interested staff are welcome to any of the following sessions:

- Thursday, June 17, 2014 (morning OR afternoon)
- Thursday, September 25, 2014 (morning OR afternoon)
- Thursday, October 30, 2014 (morning only)
- Wednesday, November, 19, 2013 (morning OR afternoon)

You will receive a system generated confirmation immediately after registering and another confirmation from the facilitator closer to the event.

Return-to-Work Forums

These events will be scheduled frequently and will be either a live event that is simultaneously web cast or an internet event facilitated via Microsoft Live Meeting. Before each event, an agenda and invitation to register will be sent to all members of the workers' compensation program distribution list.

If you have any questions about these training opportunities or wish to be added to the distribution list, please contact Tracy Caldwell.

/s/Darlene Schell

Darlene Schell, Chief
Benefits and Training Division