

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

|  |                                      |
|--|--------------------------------------|
| <b>SUBJECT:</b><br>Workers' Compensation Program – 2015 Training Classes | <b>REFERENCE NUMBER:</b><br>2015-002 |
| <b>DATE ISSUED:</b><br>1/21/2015   | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

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

**FROM:** California Department of Human Resources  
Benefits Division

**CONTACT:** Tracy Caldwell, Workers Compensation Program Trainer  
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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.

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

**Return-to-Work Training Class**

This three-day course satisfies the training requirements of newly appointed RTWCs. It will be offered twice this year, including an option to watch the simultaneous webcast. Please register for the classroom OR webcast session that best meets your needs.

| DATE   | LOCATION  |
|--|---|
| Monday, March 9,<br>Monday, March 16, and<br>Monday, March 23, 2015                                  | State Compensation Insurance Fund<br>First Floor Conference Room<br>2275 Gateway Oaks Drive<br>Sacramento, CA 95833 |
| Tuesday, June 23<br>Wednesday, June 24 and<br>Thursday, June 25, 2015<br>Also simultaneously webcast | CalEPA ~ Joe Serna Building<br>Second Floor, Sierra Hearing Room<br>1001 I Street<br>Sacramento, CA 95812           |

### 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 were not able to attend the three-day class.

| DATE                       | LOCATION  |
|----------------------------|---|
| Wednesday, August 5, 2015  | California Department of Human Resources<br>First Floor Training Room<br>1810 16 <sup>th</sup> Street<br>Sacramento, CA 95811 |
| Thursday, November 5, 2015 | California Department of Human Resources<br>First Floor Training Room<br>1810 16 <sup>th</sup> Street<br>Sacramento, CA 95811 |

### 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 encouraged to attend or watch one session each year.

| DATE  | LOCATION  |
|---|---|
| Monday, April 27, 2015<br>Morning or afternoon                          | California Department of Human Resources<br>First Floor Training Room<br>1810 16 <sup>th</sup> Street<br>Sacramento, CA 95811 |
| Wednesday, July 22, 2015<br>Morning only<br>Also simultaneously webcast | CalEPA ~ Joe Serna Building<br>Second Floor, Sierra Hearing Room<br>1001 I Street<br>Sacramento, CA 95812                     |
| Wednesday, September 16, 2015<br>Morning or afternoon                   | California Department of Human Resources<br>First Floor Training Room<br>1810 16 <sup>th</sup> Street<br>Sacramento, CA 95811 |

### Return-to-Work Forums

These special events are a way to provide updates from State Fund and also to hear from special guest speakers on topics that are of interest to workers' compensation and return-to-work staff. There are four Microsoft Live Meeting events (view via computer only) scheduled this year. Please follow each link to register separately for each one:

- Wednesday, January 28, 2015      [January Live Meeting RTW Forum Registration](#)
- Wednesday, May 27, 2015      [May Live Meeting RTW Forum Registration](#)
- Wednesday, July 29, 2015      [July Live Meeting RTW Forum Registration](#)
- Wednesday, October 28, 2015      [October Live Meeting RTW Forum Registration](#)

PML 2015-002

1/21/2015

Page 3

Before each event, the agenda and materials will be sent to all registered participants.

These are the training events that are scheduled to date. If other classes or forums are added, a notice 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 Division