

**Department of Personnel Administration  
Memorandum**

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

<b>SUBJECT:</b> Workers' Compensation – Training Courses for 2010	<b>REFERENCE NUMBER:</b> 2009-047
<b>DATE ISSUED:</b> 12/29/09	<b>SUPERSEDES:</b>

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  
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Please visit our web site at <http://www.dpa.ca.gov/benefits/workers-comp/main.htm> and view "Training for HR Staff" to see descriptions and to register for the following events:

**Return To Work Training Course (registration required)**

This three day course will only be offered ONCE in 2010 in the Auditorium of the Resources Building, 1416 9<sup>th</sup> Street, Sacramento, CA 95814.

- April 12-14, 2010 from 8:15 am to 4:00 pm each day

**Return to Work Refresher Course (registration required)**

This one day course will be offered four different days in Sacramento at the State Compensation Insurance Fund, 2450 Venture Oaks Way. Please register for only one class most convenient for you.

- June 10, 2010 from 9:00 am to 4:00 pm
- June 16, 2010 from 9:00 am to 4:00 pm
- September 2, 2010 from 9:00 am to 4:00 pm
- September 15, 2010 from 9:00 am to 4:00 pm

This one day course will be offered one time in Riverside at the State Compensation Insurance Fund, 6301 Day Street.

- July 21, 2010 from 9:00 am to 4:00 pm

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**Return to Work Forum (no registration necessary)**

The quarterly forums will be held in Sacramento at the Joe Serna Jr. Cal/EPA Headquarters Building, 1001 "I" Street and simultaneously web cast from 8:45 to Noon.

- March 9, 2010
- May 12, 2010
- August 10, 2010
- October 13, 2010

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

If after visiting our web site you need further information or assistance, please contact Tracy Caldwell.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division