



Approved Training Entity

## QMAP Course Training Information

### **Class schedule: held on Friday**

- 8:30am - 3pm (with a 1 hour break 11:30-12:30 - bring your own lunch). We do not allow “walk-ins”. You must pre-register online and payment be made in full to attend the class.
- Course is \$65/person which includes fee for submission to state data base.
- Fees paid through PayPal online. You do NOT need a PayPal account to make payment. Credit/debit cards accepted. Please present your receipt of payment and your registration form when you come to class along with picture identification.
- A full refund will be granted with cancellation 1 week or more prior to class date. **No partial or full refunds will be granted for later notice.** To cancel contact Kathy Winder at [kwinder@sksfcolorado.org](mailto:kwinder@sksfcolorado.org).
- Certificate of completion will be provided by the instructor.
- Course study materials will be sent once payment is received via email. Course materials need to be downloaded or printed and review sections completed PRIOR to attending class. Bring your course materials with you to class. We CANNOT print the manual for you at class.
- Class size is limited to a minimum of 10 and a maximum of 12 students.
- Classes will be held at Special Kids Special Families Adult Services building located at 3450 N. Nevada Avenue, Suite 110, Colorado Springs, CO 80907 - in Conference Room A. Please enter through front door and sign in as a visitor.
- We will be having programs in progress during class and you may have occasion to encounter some of our clients. We ask that you respect their privacy and not discuss any observations that may occur during your time here for the training course.

**Thank you for choosing Special Kids Special Families for your QMAP course!**

**Any questions, please contact Kathleen Winder at 719-634-4675**