Hello \_\_\_\_\_\_\_\_,

The **{Insert Center Name}** would like to invite you to participate in a training program covering [SAMHSA’s Prevention Core Competencies](https://store.samhsa.gov/product/Prevention-Core-Competencies/PEP20-03-08-001) presented by the [Prevention Technology Transfer Center Network Coordinating Office (PTTC NCO)](https://pttcnetwork.org/centers/pttc-network-coordinating-office/about-network-coordinating-office).

**Event dates and location**

The three-day event is scheduled for **Monday-Wednesday, November 14-16 in Kansas City, MO**.

**Training Content**

The curriculumwill cover substance use prevention fundamentals for early to mid-career prevention professionals. The program is designed to provide an introduction to prevention science and a roadmap to further education and professional development.

Subject matter for the training will cover a wide variety of topics including:

* Prevention theories, models, and techniques
* Foundational knowledge on substance use disorders and mental health
* Ethical practice

**Cost**

The training will be provided at no cost to you. The PTTC NCO will also cover the costs of traveling to Kansas City including airfare, hotel accommodations, and [food to be reimbursed at federal GSA per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=MO&fiscal_year=2022&zip=&city=Kansas%20City).

**Information Session:**

An information session is scheduled for **Wednesday, Oct 5 at 12:00 PM Eastern Time** to go over some basic details and answer any questions you may have before committing to this event.

Registration for the information session is required. You can register here: <https://umsystem.zoom.us/meeting/register/tJwvce-qrDktGNA0M5zVO05I-BGLkjDiHHAr>

**Confirmation of Participation**

Confirm your participation in the Prevention Core Competencies Training in November at this link: <https://docs.google.com/forms/d/e/1FAIpQLSdWDh8hq2M0zoLKA__kVF3iXVNUHcde30QNFa7SLQnCgy0nHg/viewform>.

Please confirm your participation **Monday, October 10th.**

On the confirmation form, you will need to indicate that you were invited by **{insert PTTC director name here**} of the **{Insert Center Name}.**

If you know that you are not able to attend, please let me know as soon as possible.

**Recap:**

* Event location: Kansas City, Missouri
* Event date: November 14-16 (Monday-Wednesday)
* Information session: Wednesday, Oct 5 at 12:00 PM Eastern Time. [Registration Required](https://umsystem.zoom.us/meeting/register/tJwvce-qrDktGNA0M5zVO05I-BGLkjDiHHAr).
* Confirmation deadline: Monday October 10; confirm your attendance at this link: <https://docs.google.com/forms/d/e/1FAIpQLSdWDh8hq2M0zoLKA__kVF3iXVNUHcde30QNFa7SLQnCgy0nHg/viewform>

If you have any questions, please contact Rachel Witmer at rrwitmer@umkc.edu.

Sincerely,