

## SEMINAR DESCRIPTION

Bullying is prevalent in the workplace including America's 9-1-1 Comm. Centers. The number of U.S workers affected by bullying is a staggering 65.6 million.

In this presentation/ seminar, we will define what bullying is and provide some examples. We will also look at the people it affects in our Comm. Centers.

Finally we will give you the tools to combat the bullying problem in your Comm. Center.

Seminar is taught in the classroom. Tuition does not include travel, lodging, meals, or other costs. Certification fees are included in tuition.

Successful students will earn APCO Institute International Certification.

## CO-HOST INFORMATION

**Host:** Montana Highway Patrol

**Contact:** Sgt. Andrew Knapp

[drknapp@mt.gov](mailto:drknapp@mt.gov)

Ph. (406) 461-1440

## CLASS INFORMATION

**Class #:** 45982

**Date:** August 3, 2017

**Time:** 8:00am – 5:00pm

**Tuition:** **\$199.00**

*\*\* APCO Full and Commercial Members receive a \$20 discount*

**Location:** Montana Law Enforcement Academy  
2260 Sierra Rd.  
Helena, MT 59602

## REGISTRATION

Visit our website at:

[http://www.apcointl.org/institute/schedule\\_registration.html](http://www.apcointl.org/institute/schedule_registration.html)

### Registration Policy and Fees:

- Your method of payment MUST accompany your registration.
- Payments received in less than 10 days of the start date of the class will be subject to a late fee of \$25.
- Any registration received within ten (10) days of the class start date of the course is subject to a \$25.00 late registration fee.
- Registrations cancelled more than 21 days prior to the start of the scheduled course will receive a refund minus a \$25.00 administrative fee. Cancellations less than 21 days before the class will receive a 50% tuition refund.
- Only one (1) transfer or substitution is allowed. Transfer fee: \$50.00 A late fee of \$25 will apply if applicable
- Complete registration Policy is available upon request.

## LODGING \*

### Holiday Inn

3170 North Sanders St.  
Helena, MT 59602  
Ph. (406) 442-7500  
*4 miles from class site*

### Wingate by Windham

2007 North Oakes St.  
Helena, MT 59602  
Ph. (406) 449-3000  
*5 miles from class site*

*\*Lodging suggested by host agency*

**Airport:** Helena Regional  
*15 minutes from class site*