

# SUBJECT MATTER EXPERT REGISTRATION FORM

For California **Alarm Company Qualified Manager**  
Occupational Analysis Workshops

**Instructions:** Complete this application by filling in Sections A through D. It is important to write legibly and provide all the information requested so the Bureau is able to contact you about scheduling, travel and contract details. Incomplete applications and applications submitted without a resume attached will not be considered. E-mail is preferred, but you may also mail, or fax this application and your resume to:

Bureau of Security and Investigative Services  
Attn: Justina Binsfeld  
2420 Del Paso Road, Suite 270  
Sacramento, CA 95834  
Fax: (916) 575-7287 | E-Mail: [Justina.Binsfeld@dca.ca.gov](mailto:Justina.Binsfeld@dca.ca.gov)

## Section A – Name and Address Information

First Name:	Last Name:	MI:	
Address:	City:	State:	Zip:
Home/Cell Phone:	Work Phone:	Fax:	
E-mail:	License Number:	Other Licenses:	

## Section B – Travel Arrangements (workshops only)

Whether you travel by personal vehicle or commercial airline, you are requested to arrive in Sacramento the day before your selected workshop begins. The Bureau is not permitted to book anything earlier than the day before your selected workshop. Please check the appropriate box:

- I will be traveling by personal vehicle. Mileage is reimbursed at the state rate of \$.54 per mile.
- I will be traveling by commercial airline. Airfare is prepaid by the Bureau. You will fly into and out of Sacramento International Airport. Use [www.southwest.com](http://www.southwest.com) to choose your flight and provide below.

REQUESTED DEPARTURE FLIGHT:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Flight #: \_\_\_\_\_ Airport: \_\_\_\_\_

REQUESTED RETURN FLIGHT:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Flight #: \_\_\_\_\_ Airport: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ (This information is required to book your flight)

## Section C – Overnight Accommodations (workshops only)

If you live more than 50 miles from Sacramento the Bureau will reimburse you for your hotel room for one night if you are attending a one day workshop, and for both nights if you are attending a two day workshop.

- I live more than 50 miles from Sacramento and will book accommodations.
- I live more than 50 miles from Sacramento, but will not need to book any overnight accommodations.
- I do not live more than 50 miles from Sacramento.

## Section D – Telephone Interview and/or Workshop of Interest

**Instructions:** Please place a check mark in the box next to the telephone interview option or workshop options you are interested in. Each phase of the occupational analysis requires participation of a variety of subject matter experts (SMEs) to ensure objectivity and an accurate representation of Alarm Company profession. Based on a review of your license status, resume, qualifications, and availability, you will be registered for one of the available options. If you are selected, you will receive a confirmation of your registration via e-mail shortly after your application is received by the Bureau.

**Back-up:** Also, please indicate your availability to serve as a back-up for any of the listed options by circling the appropriate response in the last column. If the appropriate number of SMEs cannot be recruited for the telephone interviews or the workshops, you will have the opportunity to participate in those as well.

✓	Workshop/ Telephone Interview Date	Activity Type	Description	Would you like to be listed as a back-up?	
	November 17-18, 2016  Thur/Fri	Occupational Analysis Workshop 1	You will work with other SMEs to finalize the task and knowledge statements compiled in the telephone interviews and develop a questionnaire for distribution.	Yes	No
	January 25-26, 2017  Wed/Thur	Occupational Analysis Workshop 2	You will work with other SMEs to review the results of the questionnaire. The results are then used to update the description of the alarm company profession and develop the content for the next qualified manager examination.	Yes	No

**REMINDER: Please attach your resume with this application to be considered.**

### WHAT TO EXPECT WHEN PARTICIPATING IN A WORKSHOP

The following information about the workshop describes what to expect when you arrive and what needs to be done so that your visit will go smoothly.

#### THE WORKSHOP

**LOCATED AT:** Office of Professional Examination Services  
2420 Del Paso Road, Ste. 265  
Sacramento, CA 95834

1. The workshop will begin promptly at 9:00 a.m. You will be expected to be present for the entire workshop. If for any reason you cannot attend or will be late, you must contact OPES immediately. The number is (916) 575-7240. You may also contact Justina Binsfeld at (916) 575-7051.
2. There will be two 15-minute breaks; one at mid-morning and one at mid-afternoon. You will be offered a one-hour lunch period, generally around noon. Again, you will need to return to the workshop promptly after your break or lunch.
3. Cell phones, lap top computers, recorders and other electrical devices are prohibited. If you will need to make a call, you may do so during your breaks.
4. It is recommended that you wear comfortable, business casual attire, and due to room temperature fluctuations, you should bring a sweater or similar items for extra warmth.
5. Please review the Bureau's law related to Alarm Company Operators here:  
[http://www.bsis.ca.gov/about\\_us/laws/alarm\\_law.shtml](http://www.bsis.ca.gov/about_us/laws/alarm_law.shtml). Familiarizing yourself with the law will save you time during the workshop and prepare you for discussions pertaining to examination questions.

## **FLIGHT**

If you must fly to Sacramento, flight arrangements will be made for you with the information provided in your registration form. **Airfare is prepaid by the Bureau.** You will fly into and out of Sacramento International Airport. The State has a contract with Southwest so you will be required to use this airline for your travel. Go to [www.southwest.com](http://www.southwest.com) to choose your flight.

## **ACCOMMODATIONS**

You are requested to arrive at your hotel the *day before* your workshop begins. This will give you ample time to arrive in Sacramento, relax and prepare for the next day's workshop. **Hotels are not prepaid by the Bureau.** You will be reimbursed for hotel stays up to the state allowable rate plus tax.

You must retain your receipt, as you will be reimbursed for the cost. Please remember that the State will only reimburse you for the room and not any incidentals associated with it. Incidentals are items such as toiletries, movies, phone calls, etc.

## **SHUTTLE/TRANSPORTATION TO & FROM THE AIRPORT**

Most hotels offer a complimentary airport shuttle that runs 24 hours a day. A list of preferred hotels can be obtained by e-mailing: [Justina.Binsfeld@dca.ca.gov](mailto:Justina.Binsfeld@dca.ca.gov)

## **OTHER TRANSPORTATION**

The Bureau does not provide rental cars for workshops. Please call **Frontier Cab Company at 916-417-8325** to get a ride from the hotel to the workshop and vice versa. It will be under \$10 for the ride and up to six people can be transported at a time. Call at least 30-40 minutes in advance so that you will make it to the workshop on time. You must obtain a receipt from the cab driver so the state can reimburse the cost. If you see a fellow participant in need of a ride, it is encouraged that you to ride together so that the cab driver will not have to make so many trips. Uber and Lyft are also reimbursable with a receipt.

## **REIMBURSEMENT**

You will be reimbursed only for those out of pocket expenses reimbursable by the State while attending your workshop. Please be sure to keep all your receipts. State reimbursement will be paid for the following costs only:

- Breakfast will be reimbursed at a maximum of \$7.00 (with a receipt).
- Lunch will be reimbursed at a maximum of \$11.00 (with a receipt).
- Dinner will be reimbursed at a maximum of \$23.00 (with a receipt).
- Incidentals (tips) are reimbursed at a maximum of \$5.00 per 24 hours (with a receipt).
- Parking is reimbursed at a maximum of \$10.00 per day (with a receipt).
- Per Diem is paid at \$100.00 per day and is paid with your reimbursements.
- If you drive your own vehicle, mileage will be reimbursed at a rate of \$.54 per mile (the rate changes yearly).
- Hotel (with a receipt).

**NOTE:** Any expenses incurred over the state reimbursable amount will be your responsibility. No Federal or State income tax shall be withheld from reimbursements and per diem. However, the State of California is required to report all payments to the Internal Revenue Service and Franchise Tax Board for tax purposes.

**NOTE:** It takes 3-6 weeks from the date of submission to the Bureau's accounting office to process a request for reimbursement. This process cannot be expedited.

## **CONTRACT DOCUMENTS**

You are required to enter into a contract with the state in order to participate in a workshop and receive your reimbursement and per diem (Government Code Section 19130 and Business and Professions Code Section 40). You do not need to worry about completing the contract documents before the workshop. You will be given an overview about the contract process at the workshop, and provided completed contracts that will only need your signature. You cannot receive reimbursement and per diem if this contract is not completed. If you would like to review the contract documents prior to attending the workshop, please e-mail Justina Binsfeld at [justina.binsfeld@dca.ca.gov](mailto:justina.binsfeld@dca.ca.gov) to obtain and review a copy.