

SUBJECT MATTER EXPERT REGISTRATION FORM

For California **Repossession Agency Qualified Manager**
Exam Development 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

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 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, a hotel room will be reserved for you for one night if you are attending a one day workshop, and for both nights if you are attending a two day workshop. By marking the applicable box below, you will assist us in arranging your hotel reservation.

- I live more than 50 miles from Sacramento, please book overnight accommodations.
- I live more than 50 miles from Sacramento, but will be staying with a friend, please do not book any overnight accommodations.
- I do not live more than 50 miles from Sacramento.

Section D –Workshop of Interest

Instructions: Please place a check mark in the box next to the workshop options you are interested in. Each phase of exam development requires participation of a variety of subject matter experts (SMEs) to ensure objectivity and an accurate representation of the repossession agency profession. Based on a review of your license status, resume, qualifications, and availability, you will be registered for one or two 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 workshops, you will have the opportunity to participate in those as well.

✓	Workshop Date	Activity Type	Description	Would you like to be listed as a back-up?	
	September 22-23, 2016	Reclassification	Participants use the new exam plan created from the most recent occupational analysis to reclassify existing test questions (item bank) for the next exam cycle.	Yes	No
	February 15-16, 2017	Item Writing	Participants receive training from a testing specialist and review and revise new and existing questions for clarity, relevance and technical accuracy.	Yes	No
	March 7-8, 2017	Item Writing/ Review	Participants receive training from a testing specialist, and review and revise new and existing questions for clarity, relevance and technical accuracy.	Yes	No
	May 9-10, 2017	Item Writing/ Review	Participants receive training from a testing specialist, and review and revise new and existing questions for clarity, relevance and technical accuracy.	Yes	No
	June 21-22, 2017	Passing Score	Participants apply minimum competence standards to establish a criterion-referenced passing score for the exam created in the exam construction workshop. The participants will be asked to take the exam, rate the difficulty of the items, and participate in workshop discussion.	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 Repossession here:
http://www.bsis.ca.gov/about_us/laws/collateral_law.shtml. Familiarizing yourself with the law will save you time during the workshop and prepare you for discussions pertaining to examination questions.

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 to obtain and review a copy.

Please 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.

ACCOMMODATIONS

A room will be held in your name at a local hotel near the workshop. You are requested to arrive at your hotel the day before the beginning of your workshop. You may check in to your room starting at 3:00 p.m. This will give you ample time to arrive in Sacramento, relax and prepare for the next day's workshop.

You will be given a reservation number and asked to call to confirm your reservation by providing your credit card number to ensure your hotel room is officially held. Your room will be reserved under a courtesy hold until you call and provide your credit card number. If you don't need the hotel room, please cancel the reservation.

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.

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 to choose your flight.

TRANSPORTATION TO & FROM THE AIRPORT

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.

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: 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.