Application Instruction Guide: Human Trafficking for Healthcare Practitioners Training

Downloading the Application

Download and fill out the **Human Trafficking for Healthcare Practitioners Training Application (PDF)** with [Adobe Acrobat Reader DC](https://get.adobe.com/reader/) (https://get.adobe.com/reader/). Fillable PDFs cannot be saved using internet browsers and cannot be viewed on mobile or tablet devices. Follow the steps below to download and fill out the form on a desktop PC or Mac:

1. **Right click** (or **Ctrl + click** for Mac) on the PDF link above and click **Save link as**.
2. Select the location where you want to save the file and then click **Save**.
3. Navigate to the folder where you saved the file and right click on the file (or **Ctrl + click** for Mac), then select **Open with Adobe Acrobat Reader DC**.

Note: Make sure you open the PDF file from your desktop using Adobe Acrobat Reader DC. Do not click on the file download icon at the bottom of the internet browser because it will open the PDF in the browser (which doesn't allow you to save changes to fillable forms).

If you're still having trouble viewing or downloading a form, read [troubleshooting advice](https://hhs.texas.gov/file-viewing-information) (https://hhs.texas.gov/file-viewing-information).

Submitting the Application and Training Curricula

1. Review the HHSC Human Trafficking Training Standards (PDF)
2. Review the HHSC Human Trafficking Training Review Process (PDF)
3. Complete the Human Trafficking for Healthcare Practitioners Training Application (PDF) and click the SUBMIT button at the bottom of the application. This will attach the application to an email addressed to the Texas Human Trafficking Resource Center.
4. Include the human trafficking training curriculum and supporting documents for which you seek approval.
5. Include a speaker transcript for any PowerPoint or similarly structured presentation. Course outlines without a full transcript will not be accepted.

Note: The maximum allowable email size is 20mb (including attachments). If your files will cause the email to be larger than 20mb, please do not attach your training documents to this email, and instead send the application only with an explanation that the files are too large. The Texas Human Trafficking Resource Center will contact you to discuss alternative options for receiving your files.

Contact Human_Trafficking@hhsc.state.tx.us with questions.