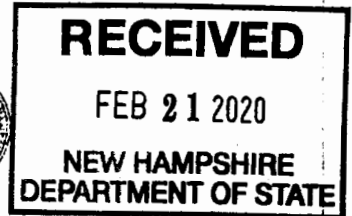


STATE OF NEW HAMPSHIRE
Honorarium or Expense Reimbursement Report (RSA 15-B)



Type or Print all Information Clearly:

Name: Sheryl A. Nielsen Work Phone No. 223-4289
First Middle Last

Work Address: 33 Hazen Dr, Concord

Office/Appointment/Employment held: Fire Marshal's Office - Public Education Specialist

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: _____
First Middle Last

Post Office Address: _____

Occupation: _____

Principal Place of Business: _____

If source is a Corporation or other Entity:

Name of Corporation or Entity: NH Fire Prevention Society

Name of Corporate/Entity Representative: Scott Symonds

Work Address of Representative: PO Box 5116, Manchester, NH

Food and/or beverages consumed pursuant to RSA 15-B:6, II with value over \$25.00

Value of Honorarium: \$315.00 Date Received: 3/5/2020 If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. Exact Estimate

Value of Expense Reimbursement: _____ Date Received: _____ A copy of the agenda or an equivalent document must be attached to this filing. Exact Estimate

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

attend Child Forensic Interview Case: NCAC Huntsville, Ah

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Signature of Filer: Sheryl A. Nielsen

Date Filed: 2/20/2020

9/07

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, State House Room 204, Concord, NH 03301

Nielsen, Sheryl

From: Nielsen, Sheryl
Sent: Thursday, January 2, 2020 8:40 AM
To: Goff, Catherine
Cc: Cole, Danielle; Scott Symonds
Subject: Huntsville, AL CFI Course Travel
Attachments: NIELSEN OOSTravel Req-Alabama 2_2020.doc; Nielsen CFIC Expense Report.docx; Forensic Interviewing of Children Training Agenda 2020.pdf; Forensic Interviewing of Children - February Final Confirmation & Logistics Information.pdf; NCAC NHFPS Letter.pdf

Attached are the documents requested for the Child Forensic Interview Class I will be attending in Huntsville, AL Feb 9-15, 2020.

1. Out of State Travel Request Form
2. Potential Travel Information (expense report)
3. Registration Documentation
4. NHFPS Honorarium Letter
5. NCAC Course Itinerary

Scott – you have been included in this email so that you have the course and travel information as well. As soon as I receive official approval I will be reaching out to you so that I can book the course, travel etc.

Please let me know if any additional information is needed.

Be Safe~
Sheryl

Sheryl Nielsen, M.Ed
Public Education Specialist
Youth Firesetter Intervention & Education
Office of the State Fire Marshal
33 Hazen Dr (mailing)
110 Smokey Bear Boulevard (physical)
Concord NH 03305

Direct: 603-406-4137
Office: 603-223-4289
Fax: 603-223-4294



Subscribe here to receive monthly public safety newsletters and press releases:

<http://maillist2.nh.gov/mailman/listinfo/nhfmo-notices>

Website: <http://www.nh.gov/safety/divisions/firesafety>



This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient,

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 11/6/2019

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of Fire Safety requests permission

For 1 employees or their designees to travel to Huntsville, AL

For 7 days of out-of-state travel status from Feb 9, 2020 to Feb 15, 2020

Conference/Workshop/Seminar Title

Name of Workshop *Forensic Interviewing of Children Training Course*

This internationally recognized 5-day training opportunity is conducted by the National Children's Advocacy Center in Huntsville, AL. This training certifies the student to be a forensic child interviewer. This course is unique as it goes beyond typical lecture methods with the most current, evidence-based and practical, research-based experience. This training is not offered anywhere in the New England Region. All training, travel and food expenses will be covered by the NH Fire Prevention Society and will be at no expense to the FMO.

Advance Requested: \$ 0.00

Payable To: N/A

Attendees and their Titles

1. Sheryl Nielsen, Public Educator	3.
2.	4.

Fiscal Information - Summary

Obit	Description	Amount	Amount
0710	Common Carries	\$ N/A	Appropriation of Out-of-State Travel
0711	Per Diem In Lieu	\$ N/A	Amount Expended to Date
0712	Meals	\$ N/A	Available Balance
0713	Hotel	\$ N/A	Amount requested this authorization
0714	Mileage	\$ N/A	Estimated Balance Available
0715	Operation State Car	\$ N/A	
0717	Miscellaneous	\$ N/A	
0719	Registration Fees	\$ N/A	
		\$ 0.00	

Fund _____ Agcy _____ Orgn _____ Rev/Src _____ Source of Funds _____

Division Director: _____

Commissioner of Safety: _____

Sheryl Nielsen, M.Ed
Public Education Specialist
Youth Firesetter Intervention and Education Specialist
NH State Fire Marshal's Office
Cell: 603.406.4137

Re: Child Forensic Interview Course Huntsville, AL

Date: February 10-14, 2020 (travel 9th and 15th)

Travel: American Air

Depart: Manchester, NH to Huntsville, AL

Main Cabin

Round trip (Non-refundable)

\$391 per person

Total \$390.50 (all passengers)
Price and tax information ⓘ

Good value with benefits

- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding

Depart Manchester, NH to Huntsville, AL
Sunday, February 9, 2020

12:15 PM → 4:09 PM 4h 54m 1 stop Main Cabin

MHT - DCA AA 5252 CR7-Canadair RJ 700 ✈ Operated by PSA Airlines As
American Eagle

DCA - HSV AA 4464 E75-Embraer RJ-175 ✈ Operated by Republic Airways As
American Eagle

[Details](#) | [Change](#)

Return Huntsville, AL to Manchester, NH
Saturday, February 15, 2020

5:55 AM > 11:59 AM 5h 4m 1 stop Main Cabin

HSV - CLT AA 5080 CR7-Canadair RJ 700 ✈ Operated by PSA Airlines As
American Eagle

CLT - MHT AA 4820 ER4-Embraer E175 ✈ Operated by Piedmont Airlines As
American Eagle

Includes taxes and carrier imposed fees.

Hotel: Embassy Suites

LODGING

Host Hotel: Huntsville Embassy Suites Hotel & Spa

Booking Website for February: NCAC Host Hotel - February 2020 FI Training

Phone number for reservations: 1 (800) 362-2779; Group Code : BF1

800 Monroe Street, Huntsville, Alabama 35801. Lodging is at your expense.

NCAC lodging rate: \$96/night+tax (total with tax & surcharge: approximately \$109/night). There is an additional daily parking fee.

The special room rate will be available through January 19th or until the group block is sold-out, whichever comes first; therefore, **please book your room as soon as possible, and no later than January 19, 2020 to get the NCAC rate. On January 20, the NCAC block of rooms will be released and we cannot guarantee that rooms will be available.**

Course Cost Information:

Early Registration Fee: \$1299 (applies only to payments received by the early payment deadline 1/13/20)

Standard Registration Fee: \$1399 there after

FORENSIC INTERVIEWING OF CHILDREN TRAINING

HUNTSVILLE, AL 2019 AGENDA

Monday

9:00 a.m. - 10:00 a.m. Introduction to Forensic Interviewing/Training Goals
10:00 a.m. - 12:00 p.m. Forensic Conversations with Children
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 2:00 p.m. Forensic Conversations with Children
2:00 p.m. - 4:30 p.m. Child Forensic Interview Structure - Stage 1 (Pre-substantive)

Tuesday

9:00 a.m. - 10:00 a.m. Preparation for Child Interview Practicum
10:00 a.m. - 12:00 p.m. Child Interview Practicum
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 4:30 p.m. Child Interview Practicum

Wednesday

9:00 a.m. - 9:30 a.m. Review - Child Interview Practicum
9:30 a.m. - 12:00 a.m. Child Forensic Interview Structure - Stage 2
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 2:00 p.m. Question Types / Pre-Interview Planning
2:00 p.m. - 4:30 p.m. Effective Engagement and Questioning Strategies

Thursday

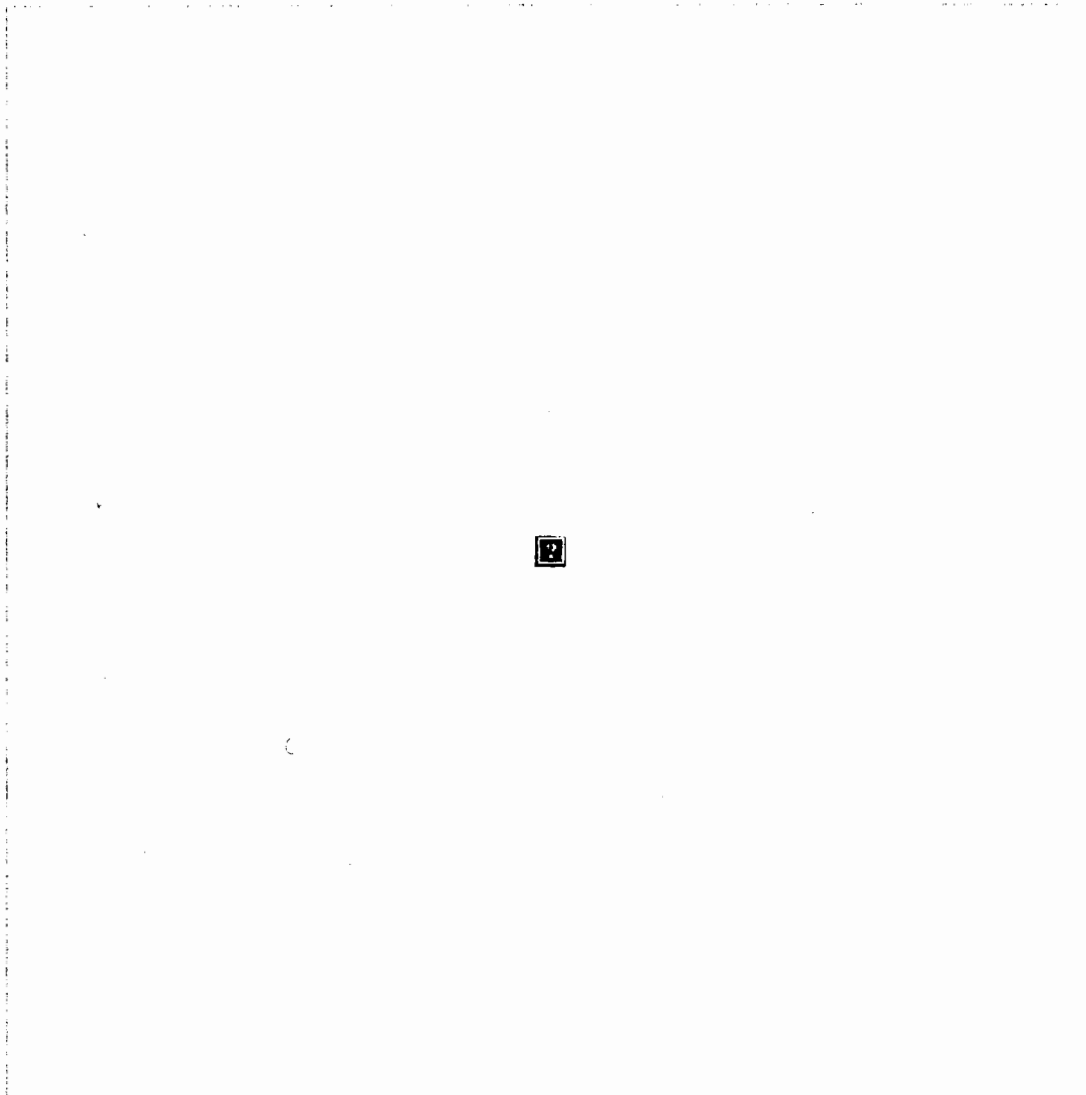
9:00 a.m. - 10:00 a.m. Corroboration of Child Abuse Cases
10:00 a.m. - 12:00 p.m. Memory and Suggestibility
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 3:00 p.m. Testifying in Court
3:00 p.m. - 4:30 p.m. Mock Court

Friday

8:30 a.m. - 9:00 a.m. Campus Tour
9:00 a.m. - 10:30 a.m. A Developmental Perspective
10:30 a.m. - 12:00 p.m. Children Reluctant to Disclose
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 2:30 p.m. Children Reluctant to Disclose
2:30 p.m. - 3:00 p.m. Post Test / Evaluations

From: Sarah Hubbard
To: Nielsen, Sheryl
Subject: Forensic Interviewing of Children - February Final Confirmation & Logistics Information
Date: Monday, December 30, 2019 4:52:07 PM

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.



Dear Sheryl Nielsen ,

I am writing to share this Final Confirmation and Logistics letter for the *Forensic Interviewing of Children - February* Training beginning on February 10, 2020 in Huntsville, Alabama. The training will take place as scheduled, please make your travel plans.

DATES AND TRAINING STRUCTURE

February 10-14, 2020

Session Hours

9:00 a.m. – 4:30 p.m. Monday through Thursday

9:00 a.m. – 3:00 p.m. Friday

CERTIFICATE REQUIREMENT

Trainees are required to attend and be on time for all training sessions. Participants who miss any portion of a training session, including those who leave early, will not receive a certificate of attendance for the training.

REGISTRATION FEE

For those who currently have a balance due, please be aware that the discounted early registration/payment fee (\$1,299) applies only to payments **received by the early registration payment deadline January 13, 2020**. For payments received after that date, the standard registration fee (\$1,399) will be due.

Please note: This training is expected to fill up quickly. If you find that you are unable to attend this training, please notify me as soon as possible so I can open your seat for someone on the wait list.

TRAINING SITE

National Children's Advocacy Center
210 Pratt Ave NE, Huntsville, 35801, USA
256-533-KIDS (5437)

TRAINING MATERIALS

Trainees will receive training materials through a combination of electronic files and printed copy. Prior to the first day of training all registered participants will receive a document describing in detail the principles of the NCAC Forensic Interviewing structure. Each trainee will also receive a printed manual. Supporting documents and reference material will be made available online to all participants of this training.

During the week of training you will be introduced to a lot of material. To best prepare for the class, you are encouraged to complete Dr. Allison Foster's online course: [Child Development 101](#) on the NCAC Virtual Training Center prior to your arrival for class. The course will take approximately 2 hours to complete.

For more information on how to register and/or retrieve a forgotten password for the NCAC Virtual Training Center please click [here](#). Thank you!

TRANSPORTATION

Training begins at 9:00 a.m. on the first day, therefore we recommend arriving Sunday. We also recommend that departure flights on Friday be scheduled 5:00 p.m. or later. The Huntsville International Airport is the nearest airport.

Trainees are responsible for all expenses incurred in traveling to and from Huntsville, Alabama.

Limited parking is available at the Training Center for those driving for those driving to training each day.

Airport Shuttle Service

The Embassy Suites provides a complimentary airport shuttle between the hours of 6:00 a.m. to 10:00 p.m. Once you have landed and collected your bags please call the Embassy Suites at (256) 539-7373 and press Option 4 (Guest Services) for a shuttle and the front desk can give you an estimated time of arrival. If arrival or departure times are outside of the hotel shuttle hours, transportation can be arranged through taxi, Lyft, or Uber. Attendees are responsible for any expenses incurred in traveling between the airport and the hotel.

Shuttle Service to Training Center

The Embassy Suites will provide complimentary transportation by shuttle between the hotel and the training site. Transportation schedules are available at the Embassy Suites Front Desk. It is recommended that trainees take advantage of the hotel shuttle transportation, because parking at the training site is limited.

- The shuttles will depart from the Embassy Suites beginning approximately 8:15-8:30 a.m. Monday – Thursday, and 8:00 a.m. on Friday. The training is scheduled to end by 4:30 p.m. each day, except for Friday, which ends at 3.00 p.m.
- At the end of the week, the hotel shuttles will leave the training site at 3:00 p.m. on Friday to take participants to the airport. If your flight is scheduled to depart at or after 5:00 p.m., you may choose to take a shuttle either to the airport or back to the hotel.

LODGING

Host Hotel: Huntsville Embassy Suites Hotel & Spa
Booking Website for February: [NCAC Host Hotel - February 2020 FI Training](#)
Phone number for reservations: 1 (800) 362-2779; Group Code : BF1
800 Monroe Street, Huntsville, Alabama 35801. Lodging is at your expense.

NCAC lodging rate: \$96/night+tax (total with tax & surcharge: approximately \$109/night). There is an additional daily parking fee.

The special room rate will be available through January 19th or until the group block is sold-out, whichever comes first; therefore, **please book your room as soon as possible, and no later than January 19, 2020 to get the NCAC rate.** On January 20, the NCAC block of rooms will be released and we cannot guarantee that rooms will be available.

Hotel Check-In (credit card charge):

If the trainee will be checking in without the physical credit card that the room and incidentals are to be charged to, please submit the attached Credit Card Authorization Form to the Embassy Suites via Fax to (256) 327-7898.

NOTE: the completed form must be received by the Embassy Suites at least five days prior to Check-in to ensure that the credit card is accepted and approved.

Hotel Shuttle Service to Training Center

NCAC has arranged for the Embassy Suites hotel to shuttle trainees between the hotel and the NCAC training center. If you choose to stay at another hotel in the area, transportation will not be provided.

MEALS

- Embassy Suites provides Complimentary Breakfast each morning 6:00am-9:00am Monday-Friday as well as complimentary beverages and snacks during Manager's Reception each evening 5:30pm-7:30pm. Vouchers will be provided during check-in, which must be secured and presented each day.
- NCAC provides catered lunches on-site each day of training. Please contact SarahHubbard for dietary restrictions.
- Attendees are responsible for all other snacks and meals.

DRESS

Business Casual is suggested. The training room temperature tends to vary, so a light jacket or sweater maybe helpful.

FIREARMS:

Firearms are not permitted in class. Please be sure to find a secure place for any firearms before arriving at the NCAC Training Center.

QUESTIONS?

Please feel free to contact me, Sarah, at 256-327-3876, or

shubbard@nationalcac.org if you have any questions or concerns.

I look forward to having you in the class and meeting you in Huntsville.

Sincerely,

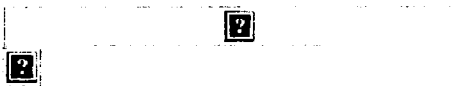
If you do not want to receive future emails from Sarah Hubbard, go to: Opt-Out.

Sincerely,

Sarah Hubbard

National Children's Advocacy Center

No longer want to receive emails from *Open Registration Template*? We offer the option to unsubscribe. Please note, you will still receive registration confirmation, modification, payment and cancellation emails. However, you will not receive any logistics, schedule change, certificate, survey, or continuing education emails. Click here to [Unsubscribe](#) . If you change your mind just send us an email requesting to [resubscribe](#) .





New Hampshire
Fire Prevention Society

NH Chapter of the International Association of Arson Investigators, Inc.



December 31, 2019

To Sheryl Nielsen, M.Ed

NH Fire Marshals Office

Public Education

It is my pleasure to report to you that the New Hampshire Fire Prevention Society approved the necessary funding to cover your travel expenses for the Child Forensic Interview course being offered at the National Child Advocacy Center in Huntsville Alabama February 9 through February 15.

What a great opportunity to be able to enhance the ability of the NHFMO to support communities in the efforts to address youth fire setting behavior. It is my belief that part of our mission at the New Hampshire Fire Prevention Society is to support endeavors as these.

I look forward to hearing about the content of your program.

Best Regards,

President Scott Symonds

NH Fire Prevention Society