

Recovery
Monitoring
Solutions

HOW TO REGISTER FOR UPS, VIP & COURT-ORDERED COURSES



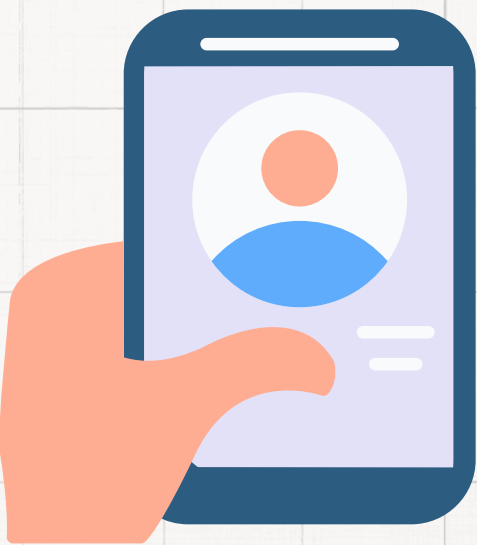
Referral Submitted

For Denver Adult Probation, Inter-County Referrals and Out-of-State agencies, RMS requires a referral from the court, your supervising officer or sentencing county. The referral must be submitted through the RMS website at www.recoveryms.com.



Participant Agreement

Next register for our program by completing our Participation Agreement through our website. Once you complete the form, it will be sent directly to RMS. If you do not have access to a smartphone, computer, or tablet, you can fill out the form in person at our office.



Payment

Once RMS receives your Participation Agreement, we will send you a link to make an online payment. The enrollment fee is \$120 for UPS and \$50 for VIP/ Course placement. We offer a sliding scale; please visit RMS in person to inquire about it. Payments can also be made in person.



Placement Interview

Use the QR code on this form to schedule an interview or come to our office. At the placement interview with RMS, you will receive instructions on how to register with an approved agency. You will also be given a log sheet to track your hours. Make sure the approved agency signs off on your completed hours, and ensure you receive a certificate for any VIP or course you complete.



Register

After completing your placement interview, you will need to register with an approved agency to fulfill your UPS hours, VIP, or course requirements.



Complete Your Hours

You will either attend the course/VIP or work with the agency to schedule your UPS hours. Be sure to have the agency log and approve your completed hours on your hour log sheet. If you complete a course, you will need to obtain a copy of the completion certificate.



Return Verification

Once you have completed your course, VIP, or UPS hours, submit your certificates or hour log sheets to RMS by the deadline. Late submissions will not be accepted unless you have been granted an extension.



Court Report

RMS will contact the agency where you completed your UPS hours to verify their completion. Once verified, RMS will submit a Successful Completion Report to the Court. If you do not submit your hour log sheet or certificate to RMS by the deadline, a report of Unsuccessful Completion will be submitted instead.

