

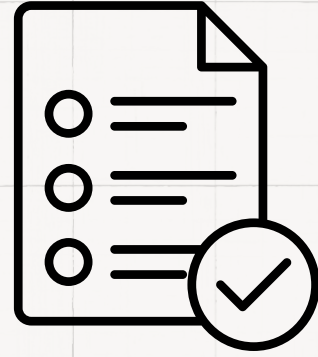
# HOW TO REGISTER

## FOR USEFUL PUBLIC SERVICE IN EL PASO COUNTY



### Complete Participant Agreement

[Click Here](#) to complete the Participant Agreement. Once you complete the form, it will be sent directly to RMS.



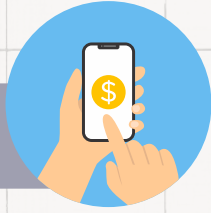
### Attend Placement Interview

Once you complete the Participant Agreement, you will be directed to a link to schedule an appointment for a placement interview

**We are located at 17 N. Spruce Street, Colorado Springs, CO 80905**

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.

### Payment



The enrollment fee is \$120 and is due at your placement interview. We offer a sliding scale; please visit RMS in person to inquire about it.



Already filled out the Participant Agreement and need to reschedule? [Use this link](#)

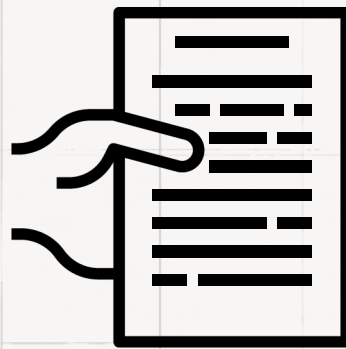
### Register with Agency

After completing your placement interview, you will need to register with an approved agency from the RMS list to fulfill your UPS hours. RMS also offers a donation program for a portion of your required hours.



### Complete Your Hours

You will 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.



### Return Verification

Submit completed time sheets to [UPStimesheets@recoveryms.com](mailto:UPStimesheets@recoveryms.com) 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 to RMS by the deadline, a report of Unsuccessful Completion will be submitted instead.



**Questions? email [elpasoups@recoveryms.com](mailto:elpasoups@recoveryms.com) or call 719-355-7200**