
Employee Name

<u>Receive within 3 months of hire</u>	# Hours	Date Taken
Integration & Inclusion	1.5	
IP Planning and Supporting Individuals & Families	1.5	
Characteristics & Needs	2	
Fundamental Rights	2	
Communication Skills	1.25	
Communicable Diseases	1.5	
Bloodborne Pathogens	1.5	
OSHA Annual Update -take home test	0	

<u>Trainings to meet specific needs</u>		
Seizure Disorders	1	
BPS I & II	6	
BPS III & IV	6	
BPS Annual Update	3	
Choking Prevention and Dysphagia Diets	3	
The Aging Process & the Special Needs of the Elderly	2	
Incident Reporting	1.5	
Fire Safety & Suppression	0.75	
Defensive Driving	2	
Slips, Trips & Falls - initial and Annual Update	0.5	
First Aid - initial and three-year Update	4	
CPR - initial and Annual Update	3.5	

MTTP - initial	20	
MTTP - Skills Training	2	
MTTP Practical Exam - every six months	0.25	
MTTP - 2-year clinical update	4	

Course Completion Verified by QA

OR: _____