

Northern Lakes CMH Training Registration

To REGISTER; Manager/Supervisor Call, Fax, or Email

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PLEASE PRINT: The following information must be provided to register new staff/trainees for courses:

Name (First, M.I., Last): _____ Today's Date: _____

Previous Name(s): _____ Last 4 SS#: _____ Date of Birth: _____

Hire Date: _____ Job Title: _____ Worksite Phone: _____

Worksite Name: _____ Supervisor Name: _____

Any Known previous worksites in this line of work: _____ Email: _____

Date (s)	Times	Location	Training/Course Title	Requirements & Frequency
	9a-12p		Recipient Rights for New Hires- (confidentiality & person-centered planning)	Self-study within 30 days of employment & classroom within 120 days
	10a-12p		Recipient Rights – Annual Refresher	Annual Refresher
	9a-4p		Person-Centered Introduction to Community Residential Services (including documentation)	Before working alone – as needed
	9a-4p		Gentle Teaching Working with People-Day 1 of 2	Before working alone – as needed
	9a-4p		Gentle Teaching Working with People-Day 2 of 2	Before working alone – as needed
	9a-4p		Basic Intervention	Before working alone – as needed
	9a-1p		Nutrition & Food Service	Before working alone – as needed
	9a-12p		Environmental Emergencies	Before working alone – as needed
	9a-4p		Basic Health, Infection Control & Bloodborne Pathogens	Before working alone – as needed
	9a-4p		Basic Medications-Day 1 of 2	Before working alone –every 3-years
	9a-12p		Basic Medications-Day 2 of 2	Before working alone –every 3-years
	9a-12p		Advanced Health & Medications	As needed
	9a-1p		Beyond (Advanced) Intervention	As needed
			Compliance, Regulatory Mgmt. & HIPAA, Right to Know – MI/OSHA	Within 30 days of employment & Annual
			CPR & Standard First Aid	Before working alone –every 2-years
			Safety/Workplace Harassment & Violence Prevention	Within 30 days of employment & Annual
			Culture of Gentleness	Within 30 days of employment & Annual
			& LEP (limited English proficiency) & Cultural Diversity	Within 30 days of employment & Annual
			Infection Control/Bloodborne Pathogens	Within 30 days of employment & Annual

Administration
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