

Date: 12/16/13

To: All Tri-County ARC Employees

From: The Human Resource/ Training Department

RE: Certification and Licenses

Effective Date: JANUARY 1, 2014

It is the responsibility of each employee to maintain his/her certifications and to attend all scheduled trainings. **Failure to attend trainings or having an expired certification will result in disciplinary action and/or removal from shift.** This will be for all certifications and trainings required through the DDS licensing regulations and Tri-Count Arc. Includes; PMT, PMT-R, PSL, CPR, CPR-R, FA, NURSES TRAINING DAY, STANDARD TRAINING DAY, MED ADMINISTRATION

Change in CPR Refresher – Employees will no longer be required to attend a training for CPR-R. It will be a review of the “American Red Cross Ready Reference Guide” at your primary work location one year after your CPR certification date. After the review if you have any questions or need a hands on review please contact your supervisor or Cathy Richard at 860-836-4211.

Progressive discipline will be implemented for an employee calling out of training without a 2 hour notice or for not showing at all. This includes employees taking their training at another agency and not notifying their supervisor or the training department so that they can be removed from the class.

Tri-County ARC will accept trainings from other agencies with the exception of Standard Training Day as it is specific to our agency policies and procedures. Nurses Training will be accepted as long as the training covers the same areas that Tri-County ARC covers. If an employee’s training is completed at another agency we need to be provided a copy of that training prior to the employee’s expiration date or they will be unable to work. A copy can be faxed or dropped off to the main office. The main office fax number is 860-228-0409.

There are currently still some employees who are behind in their trainings. It will take a couple of months to get everyone caught up. Once this happens it will be their responsibility to ensure they remain compliant. No one will be placed off duty for an expired certification/training that they are not currently up to date on. This will occur moving forward once they are back in compliance. However, any certification/training that they are currently up to date on they are responsible for maintaining.

All regular employee’s and R/R staff should be checking the training schedule each month and if they notice their name is not on a training that they are due for they need to talk with their supervisor and/or call the training dept. Respite/Relief workers who may not work as often as a regular employee should be calling their primary work location and asking if they are scheduled for any upcoming trainings. The training schedule is also posted on www.tri-countyarc.org The training department will make every effort to post the upcoming months training schedule 2 weeks ahead of time.

Alternate Training Opportunities for Expired Certifications

Tri-County ARC CPR/FA Instructor's may be asked to train an expired employee at a cost of \$35.00 to the employee. This is at the availability of the instructor. If there is not an instructor available other options will need to be looked at by the employee.

American Red Cross can be contacted at 877-287-3327 or you can visit their website at ctredcross.org

PMT Associates in Middletown offers PMT-R for \$40. They can be contacted at 860-347-1347 or www.pmtassociates.net

Other local agencies may accept community members into their training's for a fee.

For students that work for Tri-County ARC and are away for several months out of the year; reasonable accommodations will be made however; it will be their responsibility to talk with their supervisor and/or the training department to coordinate trainings.

Please notify your supervisor and/or the Training Department as soon as you are aware there is a conflict with a training that you are scheduled for.

See Policy and Procedure manual, Personnel Manual and Memo from 2002 for further details on staff training requirements and disciplinary action.

Contact number for The Training Department: Cathy Richard 860-836-4211