

Training Log

Employee: _____

Date of Hire: _____

Required Trainings:

		Date completed	Date completed (renewal)
First Aid	Complete online course or complete CPR/First Aid training at The Right Door. Next scheduled class: _____ Call to register: 616-527-1790		
Recipient Rights	Attend Recipient Rights class at The Right Door. Next scheduled class: _____ Email to register: eadams@rightdoor.org		
IPOS	Meet with employer and case manager; complete IPOS Training Log.		
Infection Control	Complete online course at Improving MI Practices. Create account at www.improvingmipractices.org ; search for course "Infection Control for Direct Care Workers". Print certificate and return to employer.		
Emergency Procedures (Choice Voucher only)	Complete online course at Improving MI Practices. Create account at www.improvingmipractices.org ; search for course "Emergency Preparedness". Print certificate and return to employer.		

Additional Trainings:

