



Title: Employee Handbook	Page: 1 of 1
Section: 2.6.0 Training	Date: April 11, 2015
Policy: 2.6.2 External Training	Replaces: July 15, 2014

- 2.6.2.1 Employees are required to have completed first aid & CPR training prior to employment or within the first 90 days of employment:
- 2.6.2.2 The Company does not provide the employee with first aid or CPR training for employees with less than 90 days of employment or negative attendance record.
- 2.6.2.3 The Company does provide the employee with first aid or CPR training for employees with more than 90 days of employment or positive attendance record.
- 2.6.2.4 The employee is responsible at their own cost to maintain their certification in the minimum of training requirements as outlined in 2.6.2.1.
- 2.6.2.5 At the sole discretion of the Company, the employee may be required to attend training classes as deemed necessary by the Company.
- 2.6.2.6 The employee must have a passing mark, as set by the Company, for all courses deemed necessary by the Company.
- 2.6.2.7 The Company will provide an opportunity for employee to obtain 12 CEUs for CNAs from variety of training opportunities at the Company expense, but maintaining of CEUs is the primary responsibility of the employee to track and report to the state for recertification or relicensing.
- 2.6.2.8 Employees are required to have completed PTSD training at the end of two (2) years of employment.
- Operation Immersion – 4 day Residential course – 24 CEUs (Mandatory)
 - PTSD – Online courses
 - PTSD – Classes room courses