



### Training Acknowledgment

Employee Name: Nakeesha Woodward Policy/Procedure/Topic: IR/ER Policy/Cleaning  
Trained By: Marissa Miller/ Shayna Groth Date Trained: 2/15/21

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

N. Woodward  
Employee Signature

2/15/21  
Date

Marissa Miller  
Home Manager Signature

2-15-21  
Date

Copy to Employee  
Copy to Employee Personnel File/HR

IR/ER Policy Nil  
Smoking Policy Nil  
House Cleaning Responsibilities Nil  
Documenting Behaviors Nil