



Training Acknowledgment

Employee Name: Bianca Kirk Policy/Procedure/Topic: Medication Refills

Trained By: Ashley Kelsey Date Trained: 3-23-21

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.

Bianca Kirk
Employee Signature

3/22/21
Date

Ashley Kelsey
Home Manager Signature

3-23-21
Date

- Copy to Employee
- Copy to Employee Personnel File/HR