

Learner's Name: Leandria Berry

Onboarding Training Status

☒ Learner's Hire Date: 11/22/21

☒ Toolbox/LMS Trainings

○ Trainings to be Completed: none

☒ CPR/FA Skills

○ Scheduled: 12/1/21

☒ CPI Skills

○ Scheduled: 12/1/21

☒ RR Classroom Training

○ Scheduled: attended 11/23/21

☐ DMA Virtual Classroom Training

○ Scheduled: ~~12/2/21~~ 12/14/21

☐ Medical Skills

○ Contact Medical Nurse to Schedule (if no date) HM SCHEDULES THIS

☒ Next Step Username and Password: "User Name: leandriaberry Password: VIL7542"

☒ Initial Training & Employee Database with all Required Documentation -

TELL all onboarding training are required to be completed within the first 30 days from hire. If training is not completed within the first 30 days, Learning & Development may recommend removal from schedule until training is completed. REVIEW remaining trainings with new DSP and discuss a game plan for completion. REINFORCE the importance of attending the RR Classroom Training as scheduled. RR Training requires a consistent internet signal, constant engagement in the class, an active video camera, and the completion of a quiz at the end. If the RR completion certificate is sent to your email, please forward to your Home Manager to upload into your training compliance file.

By signing the acknowledgement below, the Home Manager confirms that the above information about Initial Training & Employee Database with all Required Documentation was reviewed.

Leandria Berry

Learner

12/14/21

Date

Michelle Hitzman

Home Manager

12/14/21

Date