



Training Acknowledgment

Employee Name: Tasha Lemar Policy/Procedure/Topic: Resident Mail/Phone/Visi

Trained By: Kelly Krutsch Date Trained: 03/16/22

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.

Tasha Lemar
Employee Signature

3/16/22
Date

Kelly Krutsch
Home Manager Signature

3-16-22
Date

Copy to Employee
Copy to Employee Personnel File/HR