### POLICY

In an effort to accurately and efficiently track State and company required training, licensure, certifications, etc., each community will set up and maintain an Employee Training Tracking Tickler Binder.

### PROCEDURES

Each community will set up a 3 ring binder with 12 tabs for each month of the year. Behind each monthly tab, tracking tickler sheets for:

- First Aide/CPR (Within 30 days of hire & maintain current – care staff only)
- CAREPRO Courses (Completed within 90 days of hire – care staff, van driver only)
- Birthdates (for CEU Anniversary – care staff & all Cert. Home Care Aides, NAC’s)
- DSHS Home Care Aide Certificate (Within 150 days of hire – care staff, van driver)
- Prometrics (Home Care Aide Certification Testing) (Within 150 days of hire – care staff, van driver)
- Food Handlers Card – (Dietary staff, care staff, activity staff, administration staff)
- Mental Health/Dementia (Completed within 90 days of hire – care staff, van driver)

The Office Manager will be responsible to record all staff onto the appropriate Tickler Sheet, under the appropriate month.

The Executive Director and Office Manager will audit the binder at least monthly, observing due dates two months in advance in order to assure continued compliance.

### FORMS

- First Aide/CPR Tracking Tickler
- CAREPRO Courses Tracking Tickler
- Birthdates – (CEU Anniversary) Tracking Tickler
- DSHS Home Care Aide Certificate Tracking Tickler
- Prometrics Tracking Tickler
- Food Handlers Card Tracking Tickler
- Mental Health/Dementia Tracking Tickler