

Family Empowerment Council, Inc.
Online Training Protocol
12/3/09

In an effort to provide additional training opportunities to remote staff, online training will be made available to Residential Habilitation Workers, Respite Workers and One on One Day Habilitation Counselors for Compliance Recertification.

All staff will make every effort to attend regularly scheduled trainings offered at various Family Empowerment Council sites and should access online training ONLY when all other avenues prove inaccessible.

Staff members must make a request to their supervisor in order to access online training. Online training will be offered at the supervisor's discretion. Once authorized, supervisors will provide the staff member with an access code for the training forum.

Trainings will be posted on the Family Empowerment Council webpage located at www.familyempowerment.org. Staff members will log into the Training Forum using the access code provided by their supervisor. Staff members must review the entire training program, print and complete the attached competency test, then sign and date the attestation of completion.

The competency test and signed attestation must be immediately returned to the staff member's supervisor, who will provide a copy to the Human Resources Department for retention in the employee's file.