

## New-Hire Trainings

All trainings must be completed within 30 business days of Orientation day.

For positions that do not require MTTP, or those who are already certified as current CMT's on the Board of Nursing, it is possible to complete all of the trainings within 6 business days of hire. For those who need to take MTTP, trainings can be completed in 10 business days.

There are limited evening training offerings. The following trainings are not offered in the evening: Orientation, Safe Driving, Mandt, and Professional Development.

### **The following is the training schedule:**

- **Day 1 (Monday):**
  - Orientation – 8:30 AM – 4:30 PM
- **Day 2 (Tuesday):**
  - Fundamental Rights: 9:30 AM – 12:30PM
  - Safe Driving (for employees with driving responsibilities): 1 PM – 4 PM
- **Days 3 & 4 (Wednesday and Thursday):**
  - Mandt - 9:30 AM – 5 PM (both days are required)\*
- **Day 5 (Friday):**
  - CPR & First Aid: 9:30 AM – 3:30 PM
- **Day 6 (2nd Monday):**
  - Intellectual and Developmental Disabilities/Community Integration (IDD/CI) – 9:30 AM – 12:30 PM \*\*
  - Professional Development: 1 PM – 5 PM
- **Days 7 – Day 10 (2nd Tuesday – 2nd Friday):**
  - Medication Technician Training Program (MTTP): 10 AM – 3 PM (all 4 days are required)\*\*\*

\*Mandt has a testing component that must be passed in order to successfully complete the class.

\*\* IDD/CI have online components that must be completed outside of class time as prerequisites in order to attend the class. These online components require access to a computer (computer lab time is available daily after class)

\*\*\* New hires must attend all 4 days of MTTP consecutively, in order to successfully complete the class. Also, a testing component is involved.