C 707 INSERVICE TRAINING LOG

POSITION: RESIDENTIAL PROGRAM TECHNICIAN III
DEPARTMENT: POTOMAC RESIDENTIAL SERVICES
JOB CODE: 420

<table>
<thead>
<tr>
<th>INSERVICE TRAINING</th>
<th>REQ'D</th>
<th>SCHEDULED</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO BE COMPLETED WITHIN 30 DAYS OF EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Principles &amp; Strategies 1 (Principles of Behavior Change)</td>
<td>DDA</td>
<td></td>
<td>NEO</td>
</tr>
<tr>
<td>Behavioral Principles &amp; Strategies (Parts 1-4)*</td>
<td>*DDA</td>
<td>X</td>
<td>NEO</td>
</tr>
<tr>
<td>CPR* and First Aid*</td>
<td>*DDA</td>
<td>X</td>
<td>NEO</td>
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<tr>
<td>Drug- and Alcohol-Free Workplace</td>
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<tr>
<td>Dysphagia Management</td>
<td>DDA</td>
<td>X</td>
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</tr>
<tr>
<td>Fundamental Rights</td>
<td>DDA</td>
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<td>NEO</td>
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<tr>
<td>Harassment Is</td>
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<tr>
<td>Incident Report Writing and Client Profile Systems (CPS)</td>
<td>DDA</td>
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<td>NEO</td>
</tr>
<tr>
<td>Medical Issues</td>
<td>DDA</td>
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<td>NEO</td>
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<tr>
<td>Personnel Policies</td>
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<tr>
<td>Recognition and Prevention of Abuse - No Secrets*</td>
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<td>X</td>
<td>NEO</td>
</tr>
<tr>
<td>Workplace Ethics</td>
<td></td>
<td>X</td>
<td>NEO</td>
</tr>
<tr>
<td>Work Place Safety*</td>
<td></td>
<td>*OSHA</td>
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<tr>
<td>TO BE COMPLETED WITHIN 90 DAYS OF EMPLOYMENT</td>
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<tr>
<td>Aging Process and Special Needs of the Elderly</td>
<td>DDA</td>
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<tr>
<td>Choice 1 -- Philosophy of Choice/IEP</td>
<td>DDA</td>
<td>X</td>
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<tr>
<td>Choice 2 -- Implementing Training Goals</td>
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<tr>
<td>Choice 3 -- Writing Training Goals</td>
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<tr>
<td>Communication Skills</td>
<td>DDA</td>
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<tr>
<td>Community Integration and Inclusion</td>
<td>DDA</td>
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<tr>
<td>Driver Safety 1 -- Self Study Packet*</td>
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<tr>
<td>Driver Safety 2 -- 15 Passenger Van Safety</td>
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<tr>
<td>Driver Safety 3 -- Driving Portion</td>
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<td>Fire Safety</td>
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<tr>
<td>Human Sexuality</td>
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<td>Introduction to Developmental Disabilities</td>
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<td>Medication Administration Observation</td>
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<tr>
<td>Medication Technician Training Program*</td>
<td>*DDA</td>
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<tr>
<td>Supporting Individuals and Families in Making Choices</td>
<td>DDA</td>
<td>X</td>
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</table>

* REQUIRES PERIODIC UPDATING OF TRAINING TO MAINTAIN CURRENT CERTIFICATIONS.

Depending upon your position there may be additional courses that you are required to complete.

Signature: ___________________________ Date: ________________
C-707, 07/11
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**DEPARTMENT:** POTOMAC RESIDENTIAL SERVICES

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<tr>
<td><strong>SUPERVISORY TRAINING WITHIN 1 MONTH OF EMPLOYMENT</strong></td>
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<tr>
<td>Sexual Harassment: You make the call</td>
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<tr>
<td><strong>SUPERVISORY TRAINING WITHIN 4 MONTHS OF EMPLOYMENT</strong></td>
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<tr>
<td>Advanced Behavior Analysis</td>
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<td>Documenting Performance and Lab</td>
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<td>Legal and Effective Interviewing (or prior to interviewing)</td>
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<td>Legal Issues in HR</td>
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<tr>
<td>Performance Evaluation and Lab</td>
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<tr>
<td>Supervisory Skills</td>
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<tr>
<td><strong>SUPERVISORY TRAINING COMPLETED WITHIN 1 YEAR OF EMPLOYMENT</strong></td>
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<tr>
<td>Coaching Skills for Managers</td>
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<td>Diversity in the Workplace</td>
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