

Training Required	No. Hours	Deadline for Completion	Renewal	Offered At
Medicaid-Waiver Orientation	2	Before first work assignment	None	CLA – Must pass test on first day of employment
Orientation (HR, training & Program)	2	Within 15 days of hire date	None	CLA – Office and Program
CPR/AED	4	30 days	2 years	CLA (and vajointtraining.org)
First Aid	4	30 days	2 years	CLA (and vajointtraining.org)
Mandt (Crisis Prevention/Intervention)	16	4 months	1 year (6 hrs, if unexpired)	CLA Only
Human Rights	2.5	4 months	1 year	CLA, renewal packet (and vajointtraining.org)
	2.5	4 months	1 year	CLA, renewal packet (and vajointtraining.org)
Medication Mgmt.	32	4 months	None	Offered at CSB – 4-day training
Incident Report Writing	2.5	Within 2 weeks of hire date	None	CLA (and vajointtraining.org)
Behavior Management	3	4 months	None	Offered at CSB
APS (Abuse & Neglect Prevention)	2.5	4 months	None	Offered through vajointtraining.org
New Employee Mtg.	4	4 months	None	CLA ONLY