

Annual Training Schedule by Program

All areas (**except IRT and ODT**) are assigned to January and July. IRT and ODT are assigned alphabetically for February/August, March/September, or April/October.

Classes should be taken the month they are due and **not** in advance, unless there are unusual circumstances, such as a planned medical leave, approved by your program coordinator. If taken in advance because of a previous delinquency, they must be taken again in the correct month.

Staff will be unable to work if training is delinquent.

First 6 Months: 3 in 1, CPR/FA*, 1st round of Crisis Intervention (CI); and for IRT/STTEP, 1st 10 hours of Special Target Population (STP)					
JANUARY 3-in-1, CPR/FA*, STP, & CI (unless listed otherwise)	FEBRUARY 3-in-1, CPR/FA*, STP, CI	MARCH 3-in-1, CPR/FA*, STP, CI	APRIL 3-in-1, CPR/FA*, STP, CI	MAY	JUNE
AASTP CAIP (If working IRT, need "regular" C.A.P. also) STTEP TFC All Program Coordinators Nursing 3 in 1; CI; CPR Kitchen 3 in 1; CPR/FA Housekeeping 3 in 1, FA Clerical 3 in 1 Administrative 3 in 1	ODT & IRT A – G	ODT & IRT H – Q	ODT & IRT R – Z All IRT and STTEP Staff: 1st 10 hours of STP by April 29	Makeup Training (if needed) & Training Prep	Training Prep ANNUAL TRAINING NOT AVAILABLE THIS MONTH
Second 6 Months: 2nd round of Crisis Intervention; and for IRT/STTEP, all 20 hours of Special Target Population Training (STP)					
JULY CI, STP	AUGUST CI, STP	SEPTEMBER CI, STP	OCTOBER CI, STP	NOVEMBER	DECEMBER
AASTP CAIP STTEP TFC Nursing All Program Coordinators	ODT & IRT A – G	ODT & IRT H – Q	ODT & IRT R – Z All IRT and STTEP Staff: All 20 hours of STP by October 30	Makeup Training (if needed) & Training Prep	Training Prep ANNUAL TRAINING NOT AVAILABLE THIS MONTH

*CPR/FA needed every other year.