



Please Share this Information

Education Support Staff Development is working on a number of updates.

Coming soon will be a new curriculum for Human Rights & Abuse Neglect Prevention. There is a new curriculum for Dysphagia. We are working on a new curriculum for the PMT Refresher.

The next change takes effect on October 3, 2016.

Day 1: Remains the same. The new Human Rights & Abuse Neglect Prevention as well as new PMT Refresher classes will be coming soon.

Day 2: Body Mechanics has been moved. We are adding a new 1 hour class, "Safety in Action", that covers First Aid and Seizures. Infection Control Blood Borne Pathogens is now a 2.5 hour class. AHA CPR/AED remains the same.

Day 3: Will include 1.5 hours for Dysphagia and 1.5 hours for Body Mechanics. Day 3 will be 3 hours.

Med Admin Review & Exam remain the same. You need to attend within **90** days of your Med Admin Certificate expiration date.

We will let you know as other changes are implemented

January 2016 – March 2017

IMPORTANT NOTE: All sessions offered in this calendar are for staff employed by the Department of Developmental Services and CTH providers. We regret that we cannot open these sessions to other providers at this time.

Training days are held from 9:00 am to 4:30 pm, (except where indicated below).

Incorporated into all training days is an unpaid 30 minute lunch break.

Time sheet reporting code for regular time is RTRNG.

Time sheet Reporting Code for overtime is OVT; the Override Reason Code is OTTRN.

Day 1: on-going (Annual)

Abuse & Neglect: 9:00–11:00am, PMT Refresher: 11:00am–4:30pm.

Day 2: on-going (Annual)

Infection Control: 9:00-11:30am, Safety in Action: 11:30am-12:30pm, CPR: 1:00-4:30pm

Day 3: on-going (Biennial – every two years)

Dysphagia: 9:00am–10:30am, Body Mechanics: 10:30am–12:00pm.

Medication Administration–(review & recertification) is 3 hours in length, and session times vary.

Day 1-5: Onboard! New Employee Orientation (NEO) Program is held in Hartford at 61 Woodland St.

Day 1 (9a-4p) Introduction to the Department of DDS, Employee Professionalism, Language Line, Ethics and Confidentiality, Affirmative Action, Sexual Harassment, Employee Assistance, Abuse and Neglect

Day 2 (9a-12:30p) Individual Rights and Person Centered Planning

Day 3-5 (9a-4p) 21 hour PMT

The mandated class on Diversity is offered quarterly.

The Registration Process: You may register via the Learning Management System (LMS), or registrations forms may be emailed or faxed to: Email: DDS.Training@CT.gov FAX: (860) 706-5660

- All participants are expected to attend training for the day they are registered. If you cannot attend training, your Supervisor is expected to notify ESSD via email or phone. Please be mindful of the following, when registering for classes. Registering employees too early will result in the registration being declined:
 - Employees should be registered for CPR classes, 60 days prior to yearly deadline
 - Employees should be registered for Med. Review classes, 90 days prior to yearly deadline
- As a courtesy, please refrain from wearing colognes, perfumes and strong scents when you attend training as some people are very sensitive.

Cancellation Policy:

Classes with fewer than 10 registrations may be canceled with the exception of CPR & BLS classes. CPR must have at least 6 registrants and BLS must have at least 4 registrants. Supervisors will be notified when the class is canceled.

Inclement Weather Procedures:

Any changes in the class schedule due to Inclement Weather will be announced via voice mail at the following number: **860-418-6190**. The voice mail will be updated at least 2 hours prior to the start of the class. Do not leave a voice mail at this number.



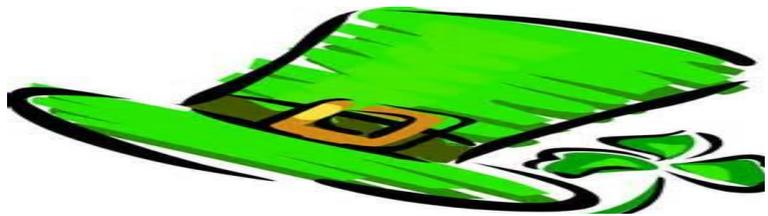
January 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> 	<p>3</p> <p>Hartford- Med-Admin 9am-12 noon</p> <p>Cheshire – Med-Admin 10am-1pm</p>	<p>4</p> <p>East Hartford – Day 1 Stratford– Day 2 Norwich – Day 2 Norwich -Med-Admin 12:30pm to 3:30pm</p>	<p>5</p> <p>Torrington – Med-Admin 10 am—1 pm</p>	<p>6</p>
<p>9</p> <p>New Haven –Day 1 East Hartford – Day 2</p>	<p>10</p> <p>Norwich – Day 1 Torrington – Day 1</p>	<p>11</p> <p>Willimantic – Day 2 Torrington – Day 2</p>	<p>12</p> <p>East Hartford –BLS 9am-4pm</p>	<p>13</p>
<p>16</p> 	<p>17</p> <p>East Hartford – Day 1 Norwich – BLS 9am-4pm</p>	<p>18</p> <p>Cheshire – Day 1 Southbury – Med-Admin 10 am—1 pm</p>	<p>19</p> <p>Willimantic –Med-Admin 9am-12noon New Haven –Day 3</p>	<p>20</p> <p>East Hartford – Day 3</p>
<p>23</p> <p>Willimantic – Day 1 Stratford– Day 1</p>	<p>24</p> <p>Cheshire – Day 2 Hartford- Med-Admin 9am-12 noon</p>	<p>25</p> <p>New Haven –Day 2 Norwich – Day 2</p>	<p>26</p> <p>Norwich – Day 1 New Haven-Med-Admin 9am-12 noon Cheshire – Day 3</p>	<p>27</p>
<p>30</p> <p>New Haven –Day 1 East Hartford – Day 2</p>	<p>31</p>			



February 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1 East Hartford – Day 1 Stratford– Day 2 Norwich – Day 2 Norwich -Med-Admin 12:30pm to 3:30pm</p>	<p>2 Stratford–Med-Admin 10am-1pm</p>	<p>3 Willimantic –Med-Admin 9am-12noon</p>
<p>6 New Haven –Day 2 Hartford- Med-Admin 9am-12 noon</p>	<p>7 Norwich – Day 1</p>	<p>8 Willimantic – Day 2 New Haven –Day 1 Cheshire – Day 1 Stratford– Day 3 9am-12pm</p>	<p>9 East Hartford – Day 2 Southbury – Med-Admin 10 am—1 pm</p>	<p>10</p>
<p>13</p> 	<p>14 Stratford– Day 1 Cheshire – Med-Admin 10am-1pm</p>	<p>15 East Hartford –BLS 9am-4pm Southbury – BLS 4:00pm – 9:30pm</p>	<p>16 Willimantic – Day 1</p>	<p>17 Hartford- Med-Admin 9am-12 noon Norwich – Day 3</p>
<p>20</p> 	<p>21 Torrington – Day 1</p>	<p>22 Norwich – Day 2 East Hartford – Day 3 9am-12pm</p>	<p>23</p>	<p>24</p>



March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1 East Hartford – Day 1 Torrington – Med-Admin 10 am–1 pm</p>	<p>2 Hartford- Med-Admin 9am-12 noon</p>	<p>3 East Hartford – Day 2</p>
<p>6 New Haven –Day 1 Norwich – Day 2 Norwich -Med-Admin 12:30pm to 3:30pm</p>	<p>7 Willimantic – Day 2 Torrington – Day 2</p>	<p>8 Willimantic – Day 1</p>	<p>9 New Haven –Day 2 Norwich – Day 1 East Hartford – Day 3 9am-12pm Torrington – Day 3 9am-12pm</p>	<p>10</p>
<p>13 Stratford– Day 1 Southbury – BLS 9:00am - 2:30pm</p>	<p>14 Cheshire – Med-Admin 10am-1pm</p>	<p>15 Cheshire – Day 1</p>	<p>16 Southbury – Med-Admin 10 am–1 pm</p>	<p>17 Norwich – BLS 9am-4pm New Haven –Day 3 9am-12pm</p> 
<p>20 East Hartford – Day 1 New Haven –Day 1</p>	<p>21 Cheshire – Day 2 Hartford- Med-Admin 9am-12 noon</p>	<p>22 Norwich – Day 2 Stratford– Day 2</p>	<p>23 Torrington – Day 1 Willimantic –Med-Admin 9am-12noon</p>	<p>24 New Haven-Med-Admin 9am-12 noon</p>
<p>27 East Hartford –BLS 9am-4pm</p>	<p>28 East Hartford – Day 2 Norwich – Day 1</p>	<p>29 New Haven –Day 2</p>	<p>30</p>	<p>31 New Haven –BLS 9am-4pm</p>