

RSVP FOR TRAINING

To: **Anne Cerruto**

Mailbox: **383**

From: _____
Name

_____ Mailbox Contact Number

Department: _____
Job Title

Supervisor: _____

I will attend (Please complete a separate RSVP for each training)

Please place an X in the box next to the class you plan to attend.

- Adult CPR 2-Year Certification
- First Aid 3-Year Certification
- Medication Administration Training
 - Med Admin Refresher
- Behavioral Principles and Strategies (BPS)
 - BPS Refresher
- Bloodborne Pathogens
- Workplace Health & Safety
- Incident Reporting
- Driver Safety
- Aging & Seizures
- Professionalism
- Awareness
- Communication Skills
- Community Inclusion/Planning
- Computer Training _____
- Other _____

Please check the "Training Calendars" then complete the following information for the training you selected.

Date: _____

Time: _____

Place: _____

***PLEASE NOTE:**

Medication Administration (16 Hour) Training

This Medication Training is a Four-Part Class. Plan to attend all four sessions.

Behavioral Principles and Strategies Training

Please wear comfortable clothing (tee-shirts, jeans, tennis shoes, etc.) and no jewelry.

CPR Training

Please wear comfortable, loose fitting clothing, no long dangling jewelry and please do not wear lipstick or lip balms during this training.

****Important: Please come to class on time.**

You will not be admitted into the class if you arrive late.

*Please try to sign up for training that does not interfere with supports you are regularly scheduled to provide. If this is not possible, please make coverage arrangements with your supervisor prior to completing this form.

**If you RSVP to a training *this does not assume a guarantee in the class, you must verify with receipt of confirmation or notification* of cancellation or changes in the location of the training.

___ You are confirmed to attend the training on the date and time indicated above.

___ The training you have selected is full. Please select another date and time.

Please Note: In the event of inclement weather or other possible emergencies that may result in the cancellation of scheduled classes, those who RSVP for trainings and have received confirmation to attend, will be called regarding changes to the training schedule.