

2026 Policy Training Schedule

Employee: _____

Employee ID# _____

TRAINING	DATE/DUE	HOURS	245D Required ?	PSR	LOCATION OF POLICY/MODULE	LOCATION OF TRAINING	DATE COMPLETED
Code of Professional & Conduct	January	0.5	No		TSE Handbook	Site Meeting & Direct Course Acknowledgement	
Understanding Depression: Suicide Prevention and Response	February	0.5	YES		Direct Course	Direct Course	
OSHA Universal Precautions/ Bloodborne pathogens	February	0.5	Yes		Direct Course	Direct Course	
Safe Transportation Policy	March	0.25	No		TSE Handbook	Direct Course	
Vehicle Evacuation Procedures	March	0.5	No		TSE Policies Folder	Direct Course	
TSE Telematics Policy	March	0.5	No		TSE Policies Folder	Direct Course	
Basics of Defensive Driving	March	0.5	No		Direct Course	Direct Course	
PTO/Time off/Breaks	April	0.25	No		TSE Handbook	Site Meeting	
Cultural Competence	April	1	YES	YES	Direct Course	Direct Course	
Dress Code	April	0.25	No		TSE Handbook	Site Meeting	
Vulnerable Adult/PAPP	May	1	YES		Direct Course & TSE Policies Folder	Direct Course	
Cell Phone/Internet Policy	June	0.25	NO		TSE Handbook	Site Meeting	
First Aid Refresher	July	0.5	YES		Direct Course	Direct Course	
CPR Refresher	July	0.5	YES		Direct Course	Direct Course	
Attendance Policy	July	0.25	NO		TSE Handbook	Site Meeting	
Harassment Policy	August	0.5	NO		TSE Handbook	Site Meeting	
Minimizing the Risk of Sexual Violence	September	1	YES		Direct Course	Direct Course	
Service Recipient Rights	September	1	YES		Direct Course & PS Handbook	Direct Course & Site Meeting	
Safety Policies	October	0.5	NO		TSE Handbook	Direct Course	
Emergency Procedures	October	0.25	NO		TSE Handbook	Direct Course	
HIPPA	October	0.5	YES		Direct Course	Direct Course	
Confidentiality	November	0.25	YES		Direct Course	Direct Course	
Person Centered Planning	December	1.75	YES	YES	Direct Course	Direct Course	
Positive Supports Rule	December	1	YES	YES	Direct Course	Direct Course	
TSE Handbook	New Hire then every 12 months or when updated	0.25	YES		Policies Folder	Direct Course	
Required additional training							