

AIC TRAINING REQUIREMENTS

GENERAL INFORMATION

The training track documents outline the timeframes in which AIC staff are required to attend trainings and refresher courses by position.

Pre-service

All trainings required within months 1-3 of hire and necessary prior to staff working with clients.

Months 1-6

All trainings that staff will be required to complete no later than the 6th month of employment.

Months 1-12

All trainings that staff will be required to complete no later than the 12th month of their initial employment.

Refreshers

Targeted follow-up trainings that staff are required to take twice per year following the initial full intervention trainings. Staff should follow the A and B schedules posted on the Wheeler Clinic Calendar to ensure proper spacing between refresher courses.

Enhanced Trainings

After completing the required refresher courses within the first year of employment, staff will be required to attend trainings from the enhanced training category for their position. Staff will be required to attend enhanced trainings 2x per year.

If a pre-requisite is required to register for a specific training, it will be noted in the training track documents. Staff will not be able to register for those trainings until they have completed the pre-requisites. If a program would like to request a waiver for the pre-requisite, a written request should be submitted to the JBCSSD staff and include the justification for the waiver.

The Trainings listed below are specifically targeted for delivery to Spanish Speaking Programs:

- * Spanish Reasoning & Rehabilitation (R & R) 2-day
- * Spanish Reasoning & Rehabilitation (R & R) Refresher
- * Latinos in the U.S: Cultural Considerations for Effective Engagement (2-day)
- * Hispanic Culture Refresher

The trainings are listed in a recommended order to maximize learning and build upon content; however, if a pre-requisite is not indicated, staff should attend trainings based on offering and availability. Specific clarifications and instructions will be provided below the training titles.

Staff are encouraged to enroll in trainings as they become available in addition to the Training Track requirements to enhance their professional development.