Procedure:

The documented training system for each delegate and partnership must identify trainings for individuals to fulfill their roles and responsibilities. This system must include the following at a minimum:

- Person responsible for tracking;
- Staff positions and their required trainings;
- Timeframe for training completion needs to indicate:
  - Training required at time of hire;
  - Training required within delegate/partnership specific timeframes from hire date; and,
  - Training required annually per position - on-going requirements for job description.
- Process for documenting evidence of completion, using the following:
  - MOPD Registry; or,
  - ChildPlus database.

See Clarification for Policy and Procedure 8010 for a list of trainings.

Revised: 4/21/17