**POLICY AND PROCEDURE ON ONLINE TRAINING**

Employees receive online training assignments that meet established standards set by DHS licensing, MCGH, and applicable MN statutes, laws & rules. These training programs enable the employee to gain the information, attitudes, skills and competencies needed to succeed as a member of the MCGH team.

ASSIGNMENT: Employees will be assigned online training as is appropriate from the OSG.

RESPONSIBILITY: Employees are responsible to complete the online training during the assigned time period and while at work. Employees are responsible to sign on verifying their login and password and complete the training independently.

TIME TRACKING: Is completed by the online training system. Employees are to complete online training while at work. Request to support of the person working with you to fit the training in during down times. I.e. individuals are napping or in bed for the evening or individuals gone for a visit or to appointments.

Each online course is allotted an estimated time for completion. You must have a score of 80% to pass each test.

TRAINING CREDIT HOURS: College of Direct support has determined training credit hours that are assigned for each of the online courses. Employees will be given training credit for up to the amount of designated.

SPECIAL ACCOMODATIONS: If employees require special accommodations for learning or completing the online training courses they should contact the OM for assistance.