County of San Bernardino
Department of Behavioral Health

Training Coordination Policy

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Policy

It is the policy of the Department of Behavioral Health (DBH) to establish rules and implement a process for the coordination of trainings conducted on behalf of the Department, whether conducted by internal or external trainers.

Purpose

To ensure that Department trainings are relevant to the needs and requirements of the Department and its employees, contract providers and volunteers; and to ensure the proper coordination methods and processes are followed.

Responsibilities

The following illustrates the responsibilities of the parties involved in the training coordination:

Role	Responsibility
Training Requestor	• Obtain applicable approvals • Initiate training request • Work with Training Unit as necessary, to implement training

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Responsibilities (continued)

Role	Responsibility
Training Unit	• Work with requestors and presenters regarding training date(s) and provisions of Continuing Education (CE) when applicable • Send out training/registration announcements • Coordinate registration of attendees without Essential Learning (EL) access • Monitor training enrollment • Provide certificates of attendance to attendees without EL access • Identify CE credit recipients and provide credit certificates when applicable • Monitor and maintain DBH status as a CE credit provider
Trainer/Presenter	Submit the following to the Training Unit prior to the scheduled training date: • A timed course syllabus • A curriculum vita or resume • Learning objectives • Power Point slides, handouts, and/or other content materials Provide the Training Unit with a two (2) week notice of any written materials that may be required during the training. ***Note:*** If the trainer/presenter will be billing DBH, he/she will need to coordinate payment with Fiscal Services.

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Training Coordination Policy, Continued

Continuing Education (CE) Credits

If CE credits requested for a training, the trainer/presenter is required to submit the materials mentioned above, no later than **seventy five (75) days** prior to the scheduled training date.

Once the materials have been received, a Training and Development Specialist must:

- Submit materials to the designated staff member for eligibility determination
- Notify the trainer/presenter of approval or disapproval
- Notify DBH staff of CE credit availability if eligibility standards are met

Note: Please see the Education and Training Policy for specifications on CE credits offered by DBH.

Time Restrictions

A training coordination request must be initiated (including completion of applicable forms, and acquisition of approvals) by the requestor, a minimum of **ninety (90) days** prior to the anticipated training date.

In the event that a requestor is unable to meet the ninety (90) day deadline, or the trainer/presenter is unable provide required materials within the seventy five (75) day deadline, the Training Unit must be contacted immediately. Specialized assistance will be provided on a case-by-case basis.

Trainer Criteria

The Training Unit will assist the requestor in searching for a trainer/presenter if one is not already recommended by the requestor. If a trainer/presenter *is* suggested by the requestor, the Training Unit *may* still make recommendations based on previous trainings, records, and costs. Approval by Department personnel must be given before a trainer/presenter can be designated.