

**RIVER VALLEY COUNSELING CENTER, INC.**

**POLICY/PROCEDURE # HR50.16**

**SUBJECT: EMPLOYEE EDUCATION & TRAINING**

**DATE REVIEWED/REVISED: 11/98,3/16, 11/18, 5/20**

**POLICY STATEMENT:**

Regulatory agencies, such as DPH and DMH, as well as some managed care companies, require a record be maintained of all educational programs that employees attend.

Therefore, RVCC maintains a record of attendance for all educational and training programs.

- A. It is the responsibility of the Department Manager to maintain a separate record for each employee at the site location where the employee works.
- B. The record will include a listing of all internal and external programs the employee attends and include the name of the program, the date of attendance and the length of the program (either in hours or C.E.U.'s).