

DDS Statewide Mandated On-Going Training Calendar

IMPORTANT NOTE: All sessions offered in this calendar are for staff employed by the Department of Developmental Services and CTH providers. We regret that we cannot open these sessions to other providers at this time.

July–September 2010

Most full day training days begin at 9:00 am and end at 4:30 pm, except where indicated below
Incorporated into the day is a 30 minute lunch break.

Time sheet coding for staff attending training is RTRNG.

Day 1 (Annual)

Abuse & Neglect: 9:00–11:00am, PMT Refresher: 11:00am–4:30pm.

Day 1 (Annual) West Region-Norwalk only

Abuse & Neglect: 7:30–9:30am, PMT Refresher: 9:30am–3:00pm.

Day 2 (Annual)

Infection Control: 9:00–11:00am, Body Mechanics: 11:00am–12:30pm, CPR: 1:00–4:30pm

Day 2 (Annual) West Region-Norwalk only

CPR: 7:30–11:00am, Body Mechanics: 11:00am - 12:30pm, Infection Control: 1:00–3:00pm.

Day 3 (Biennial – every two years) West Region only

Dysphagia: 9:00–11:30am, Nutrition: noon–1:30pm, Seizures, Signs, Symptoms, First Aid, Medical Appointments: 1:30–4:30pm.

Day 3 (Biennial – every two years) North & South Regions

Seizures, Signs, Symptoms, First Aid, Medical Appointments: 9:00am–noon, Dysphagia: 12:30–3:00pm, Nutrition: 3:00–4:30pm.

Medication Administration–(review & recertification) is 3 hours in length, and session times vary.

The Registration Process:

If you have LAN access, you will receive directions on how to register for classes. It will allow you to go to your own homepage in the new Learning Management System, (LMS), and register. If you have trouble with the system, registrations can be emailed or faxed to:

Email: DDS.Training@CT.gov FAX: (860) 706-5660

- All participants are expected to attend training for the day they are registered. If they cannot attend training, participants are expected to notify DDS.Trainig via email or phone at (860) 418-6190 in addition to the appropriate person(s) in the region and your immediate supervisor within 48hours.
- Please note any class with 10 or fewer registrations may be canceled with the exception of BLS classes. BLS classes must have at least 4 registrants. Participants will be notified when the class is canceled.



As a courtesy, please refrain from wearing colognes, perfumes and strong scents when you attend training as some people are very sensitive. Even small amounts of applied fragrances can linger and cause distress to those who, for whatever reason, cannot tolerate various smells. It can trigger headaches, nausea or other unpleasant reactions. Thank you for your consideration of this request.

Cancellation Policy:

Cancellation policies are posted on the web: <http://www.ct.gov/dds/cwp/view.asp?a=2051&q=331028>

Inclement Weather Procedures:

Inclement weather procedures for statewide and regional hosted trainings:

<http://dds.si.ct.gov/ddssi/cwp/view.asp?a=3235&Q=441582>

July 2010

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <i>East Hartford – Day 1</i>	2 <i>Furlough Day Office Closed</i>
5 July 4th Observed  Office Closed	6	7 <i>East Hartford – Day 2 Stratford – Day 2</i>	8 <i>Willimantic -Day 1 Stratford – Med-Admin 10 am -1 pm</i>	9 <i>Stratford– Day 1</i>
12 <i>Willimantic –Med-Admin 9 am—12 noon New Haven-Med-Admin 9 am—12 noon</i>	13 <i>Southbury – Med-Admin 10 am—1 pm</i>	14 <i>Willimantic -Day 2 Torrington – Med-Admin 10 am—1pm New Haven -Day 2</i>	15 <i>Torrington – Day 2</i>	16 <i>East Hartford – Day 1 Norwich -Med-Admin 9 am—12 noon</i>
19 <i>Torrington – Day 1 Southbury – Med-Admin 10 am—1 pm Putnam -Day 1</i>	20 <i>East Hartford – Day 3 Torrington – Day 3</i>	21 <i>New Haven -Day 1</i>	22 <i>East Hartford-Med-Admin 9 am—12 noon Cheshire – Med-Admin 10 am—1 pm New Haven -Day 3</i>	23
26	27	28	29	30

August 2010

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9 <i>East Hartford-Med-Admin</i> 9am-12 noon <i>New Haven -Day 1</i>	10 <i>East Hartford – Day 2</i> <i>Putnam– Med-Admin</i> 9 am -12 noon <i>Torrington –Day 2</i> <i>New Haven-Day 2</i>	11 <i>Torrington – Med-Admin</i> 10 am—1 pm <i>Norwich – Day 2</i>	12	13
16 <i>Torrington – Day 1</i> <i>Willimantic -Day 1</i> <i>Norwich – Day 1</i>	17 <i>Putnam -Day 2</i> <i>Cheshire – Med-Admin</i> 10 am—1 pm <i>New Haven-Med-Admin</i> 9 am—12 noon	18 <i>East Hartford – Day 1</i> <i>Norwich -Med-Admin</i> 9 am—12 noon <i>New Haven-CPR, BLS</i> 9 am—4 pm	19 <i>East Hartford – Day 2</i> <i>New Haven -Day 3</i>	20
23	24 <i>East Hartford – Day 3</i> <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Stratford– Day 1</i>	25 <i>Stratford -Med-Admin</i> 10 am—1 pm <i>New Haven -Day 2</i>	26 <i>East Hartford-Med-Admin</i> 12 noon-3pm <i>Putnam -Day 1</i> <i>Stratford– Day 2</i>	27
30 <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Norwich – Day 3</i>	31 <i>East Hartford – Day 1</i> <i>Torrington – Day 3</i> <i>New Haven -Day 1</i>			

September 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>New Haven-Med-Admin</i> 9 am—12 noon	2 <i>Stratford— Day 3</i> <i>Norwich — Day 2</i>	3
6 Labor Day - Office Closed 	7 <i>Norwich — Day 1</i>	8 <i>Willimantic -Day 2</i> <i>Cheshire — Day 1</i>	9 <i>East Hartford- Med-Admin</i> 9 am -12 noon <i>Torrington — Med-Admin</i> 10 am—1pm <i>New Haven — Day 2</i>	10
13 <i>East Hartford — Day 2</i> <i>Stratford— Day 1</i>	14 <i>Putnam -Day 3</i> <i>Cheshire — Day 2</i> <i>New Haven -Day 3</i>	15 <i>Southbury — Med-Admin</i> 10 am—1 pm <i>Norwich -Med-Admin</i> 9 am—12 noon <i>New Haven -Day 1</i>	16 <i>Cheshire — Med-Admin</i> 10 am—1 pm	17 <i>East Hartford — Day 1</i> <i>Willimantic -Day 1</i>
20 <i>Putnam -Day 1</i>	21 <i>East Hartford-Med-Admin</i> 12 noon – 3 pm <i>Torrington — Day 2</i> <i>New Haven -Day 2</i>	22 <i>Stratford— Day 2</i> <i>Norwich — Day 1</i>	23 <i>East Hartford — Day 3</i> <i>Putnam -Day 2</i>	24 <i>Torrington — Day 1</i>
27	28 <i>East Hartford — Day 1</i> <i>Southbury — Med-Admin</i> 10 am—1 pm <i>Norwich — Day 2</i>	29 <i>East Hartford — Day 2</i> <i>Norwich — Day 3</i> <i>New Haven -Day 1</i>	30 <i>East Hartford -CPR, BLS</i> 9 am—4 pm	