County of San Bernardino
Department of Behavioral Health

Training Coordination Procedure

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Purpose To provide guidelines to DBH staff for requesting trainings, and to provide information on the steps followed by the Training Unit to coordinate trainings.

Procedure Below is an illustration of the training coordination procedure to be followed:

Step	Action
1	Requestor completes and submits the Training Coordination Request form to the Training Unit a minimum of **ninety (90) days** prior to the date of the anticipated training date. **If…** / **Then…** The training does not require payment / The requestor must obtain the Program Manager's signature The training *does* require payment / The requestor must obtain the Program Manager *and* Deputy Director's signature
2	Upon receipt of the training request, the Training Unit will: • Contact the trainer/presenter to determine/confirm training date and provide a *Presenter Packet,* or search for a trainer/presenter. • Reserve a location and required audio-visual equipment • Develop a training announcement to be posted to the DBH Intranet and Internet via the DBH Training Calendar. (Approval from the requestor and trainer/presenter will be obtained before posting.)
3	If the requestor wants to develop a training curriculum, the requestor, or designated staff, must set up an appointment to meet with a Training and Development Specialist.
4	The Training Unit will check with the trainer/presenter four (4) weeks prior to the training to ensure preparedness.
5	The Training Unit will advise the trainer/presenter of the current enrollment total one (1) day prior to the training date.

6	The day of the training, the Training Unit will provide: • the trainer/presenter with a training roster • post training instructions to all attendees regarding evaluation requirements and certification accessibility • handouts (as requested by trainer/presenter)
7	The Training Unit will provide certificates of attendance and CE certificates to attendees without EL access.