

**BENCO
Personnel Manual**

EMPLOYEE TRAINING

Employees will participate in three hours of pre-service training, three hours of core competency training through Oregon State Core Competency online training, two hours of Intro to Your Role training and up to 24 hours of certification training (CPR/FA and OIS) within the first 30 days of hire. Direct Support Professionals, Lead Staff, Assistant Program Coordinator's, Program Coordinators, Nurses and Residential Director's will participate in a minimum of twelve hours of training annually thereafter. Training can be any combination of in-service training or outside training.

- A. In-service training includes but is not limited to any training that is provided within one of the Benco programs or at the Benco Administrative Office.
- B. Outside training includes but is not limited to any seminars or outside trainings related to the IDD field, supervisor/management training, or other training that will benefit the employee in their position.

Approved By: 
Julie Hansen, Benco Board President

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