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|  | The Community Partnership for the Prevention of Homelessness Staff Training Transcript – Security Contractors |

Please use this form to track and manage the TCP required training completion for your staff. This form may be requested by TCP staff for contract monitoring and at contract close out review. Certificates of completion may also be requested by TCP staff. Should TCP staff request certificates of completion, only trainings with an accompanying certificate will be considered. If you have any questions regarding this form, please contact the training team via email at training@community-partnership.org.

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| Staff Information |

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| Name of Staff: |  |  | Date of Hire: |  |

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| Contract Number of Staff Assignment: |  | Contract Period of Transcript: |  | Staff Title: |  |

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| Position Description (check all applicable): | [ ]  Special Police Officer (Security)[ ]  Security Officer (Security) | [ ]  Executive Director[ ]  Financial Staff | [ ]  Supervisor/Manager[ ]  Administrative Staff |

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| General Information |

**Information on Training Titles:**

* The left-most column of the “Staff Trainings” section is “Training Topics,” and to the right of it is “Training Title.” The training title is the name of the training you’ve taken. It will be the name on the training registration page, the TCP Course Catalogue (on TCP’s website: community-partnership.org/for-providers/training/), and the TCP training calendar. The training topics are the content areas covered in the training. You can find the training topic listed on the TCP Course Catalogue and the TCP training calendar next to the training title. The training title and covered training topics should also be listed on your certificate of completion for the training.
* Some training titles will cover more than one training topic, so you should list the same training title next to the covered training topics. Some training topics will be covered in more than one training. In this instance, you could list multiple training titles you’ve attended for a single training topic, but listing one is sufficient.
* If you have any questions, you can contact the TCP Training Team via email at training@community-partnership.org

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| Staff Trainings  |

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| Key: | \*Required every contract period or once every 18 months, whichever comes first | † Trainings required once or when a specific certification expires, after initial completion |

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| ANNUAL TOPICS |
| Training Topic | **Training Title** | **Date of Completion** | **Mandatory Staff** | **Time Frame for Completion** |
| ADA and Reasonable Accommodation |  |  | Security | **\*** |
| Boundaries and Confidentiality |  |  | Security | \* |
| Cultural Competency |  |  | Security | \* |
| Emergency Preparedness |  |  | Executive directors and any staff involved in creating the emergency preparedness plan | \* |
| Language Access |  |  | Security | Within 90 days of hire, then annually\* |
| LGBT+ Cultural Competency |  |  | Security | \* |
| Mandated Reporter |  |  | Security | Within 30 days of hire, then annually\* |
| Medical Hypothermia |  |  | Security | Annually, between September and March\* |
| Non-coercive Approaches to Conflict Management |  |  | Security | \* |
| Non-violent Crisis Intervention |  |  | Security | \* |
| Synthetic Drug Usage |  |  | Security | Annually, between September and March\* |
| Trauma Informed Care |  |  | Security | Within first 120 days of hire, and then each subsequent contract period\* |
| Unusual Incident Reports |  |  | Security | \* |

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| CERTIFICATIONS AND PROVIDER COORDINATED TRAININGS |
| Training Topic | **Training Title** | **Date of Completion** | **If Applicable:** Date of certification expiration | **Mandatory Staff** | **Time Frame** |
| Emergency Preparedness |  |  |  | Supervisor/Manager, any staff involved in creating the emergency preparedness plan | **\*** |
| Fire Watch |  |  |  | Security | \* |
| Narcan |  |  |  | Security | † |

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| Training Specific Information |

**Emergency Preparedness:**

Emergency Preparedness training teaches participants about how to prepare and respond to emergencies. This training must be administered by a professional who has been trained on Emergency Preparedness.

**Fire Watch:**

Fire Watch training teaches participants about fire prevention and response. This training must be administered by a professional who has been trained on these topics. The training must cover Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection.

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| Acknowledgment |

**By signing below, I verify that the staff person identified on this form has completed the trainings as noted on this transcript.**

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| **Signature** | **Date** |