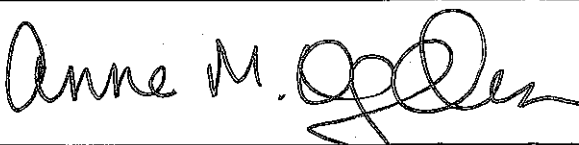


Catholic Charities Disabilities Services
Agency Standard and Procedure

Standard Category	Human Resources
Standard Title	Training
Regulations	14NYCRR633 OSHA regulations Department of Labor regulations
Original Issue Date	March 26, 2012
Latest Revision Date	
Number of Pages	2
Attachments	
Approved by: Anne Ogden, Executive Director	

Standard: Catholic Charities Disabilities Services (CCDS) places great importance on enhancing the lives and welfare of the individuals it serves. One of the ways to accomplish this goal is to ensure that we employ a well trained work force.

Procedure:

1. In accordance with law and regulation, CCDS will provide training in the area of staff development. As resources allow, CCDS will also provide training to the individuals we serve as well as to the general public.
2. As learning is a dynamic endeavor that is responsive to a constantly changing knowledge base, training will be provided as outlined in an agency training plan which will be updated annually.

3. The training plan will be reviewed and approved by the CCDS Directors, ensuring that the training plan will ensure that all legal and regulatory standards are met and that the training content reflects best practices in the field.