

<https://elderaffairs.org/adrd-training/one-hour-training/>

The one-hour training video on our website is to be used to satisfy the initial one-hour of training that new employees are required to receive within 30 days of hire.

ADRD TRAINING REQUIREMENTS FOR NEW HIRES				
Home health, companion/homemaker service, nurse registry	Assisted living facility, adult day care, adult family-care home	Assisted living facility, adult day care, adult family-care home offering MEMORY CARE	Nursing home	Hospice
Written information upon employment	Written information upon employment	Written information upon employment	Written information upon employment	Written information upon employment
Department of Elder Affairs' <b>one hour</b> training video within 30 days of hire	Department of Elder Affairs' <b>one hour</b> training video within 30 days of hire	Department of Elder Affairs' <b>one hour</b> training video within 30 days of hire	Department of Elder Affairs' <b>one hour</b> training video within 30 days of hire	Initial <b>one hour</b> within three months of hire
Additional <b>two hours</b> within seven months of hire	Additional <b>three hours</b> within seven months of hire	Additional <b>three hours</b> within three months of hire	Additional <b>three hours</b> within seven months of hire	Additional <b>three hours</b> within nine months of hire
		Additional <b>four hours</b> within six months of hire		
		Annual completion of four hours of <b>continuing education</b> (contact hours, on-the-job training, online learning tools)		

<https://elderaffairs.org/wp-content/uploads/ADRD-Basic-Written-Information.pdf>

## ONE-HOUR TRAINING

This training program **must be completed on the Department's website on an individual basis** to access to the Certificate of Completion Request form and obtain a unique certificate of completion. If the program is watched on any other platform, then employees will not be eligible to receive a certificate of completion. **This program does not currently support group training settings.**

**Upon completion of the training program**, employees will be **automatically redirected** to the Certificate of Completion Request form. **Please allow up to 30 seconds for the page to redirect.** Employees must fill out this form in its entirety and submit it to receive their certificate. Employees will be provided with their certificate via email to the address provided on their request form **within five business days** if a valid email address was used.

Please note that **if you finished the training program at an earlier date, you will not receive a new certificate with an updated completion date.** Employees are required to complete this program only once. **Please keep your original certificate for employer verification purposes.** You can retake the program as many times as needed to refresh your knowledge.

To ensure you are redirected to the Certificate of Completion Request form appropriately, please do the following steps:

1. Ensure you are on the Department's website when viewing the training program.
2. Clear your browser's cache before watching the training program by pressing CTRL + F5 while on this page.
3. Do not exit the page after the training program ends and allow up to 30 seconds for the page to redirect.

**For the best viewing experience, it is recommended to watch the training program on a desktop computer.** Employees are responsible for providing their employer with a copy of this certificate to verify completion of the one-hour training program. The presence of the certificate in the employee's personnel file will be verified by the Agency for Health Care Administration (AHCA) during its routine monitoring visits.