

**County of San Bernardino  
Department of Behavioral Health**

**Training Coordination Policy**

**Effective Date** 7/94  
**Revision Date** 5/19/08

  
**Allan Rawland**

**Policy** It is the policy of the Department of Behavioral Health (DBH) to establish rules and implement a process for the coordination of trainings conducted on behalf of the Department, whether conducted by internal or external trainers.

**Purpose** To ensure that Department trainings are relevant to the needs and requirements of the Department and its employees, contract providers and volunteers; and to ensure the proper coordination methods and processes are followed.

**Responsibilities** The following illustrates the responsibilities of the parties involved in the training coordination:

Role	Responsibility
Training Requestor	<ul style="list-style-type: none"><li>• Obtain applicable approvals</li><li>• Initiate training request</li><li>• Work with Training Unit as necessary, to implement training</li></ul>

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**County of San Bernardino  
Department of Behavioral Health**

**Training Coordination Policy, Continued**

**Responsibilities (continued)**

<b>Role</b>	<b>Responsibility</b>
Training Unit	<ul style="list-style-type: none"> <li>• Work with requestors and presenters regarding training date(s) and provisions of Continuing Education (CE) when applicable</li> <li>• Send out training/registration announcements</li> <li>• Coordinate registration of attendees without Essential Learning (EL) access</li> <li>• Monitor training enrollment</li> <li>• Provide certificates of attendance to attendees without EL access</li> <li>• Identify CE credit recipients and provide credit certificates when applicable</li> <li>• Monitor and maintain DBH status as a CE credit provider</li> </ul>
Trainer/Presenter	<p>Submit the following to the Training Unit prior to the scheduled training date:</p> <ul style="list-style-type: none"> <li>• A timed course syllabus</li> <li>• A curriculum vita or resume</li> <li>• Learning objectives</li> <li>• Power Point slides, handouts, and/or other content materials</li> </ul> <p>Provide the Training Unit with a two (2) week notice of any written materials that may be required during the training.</p> <p><b>Note:</b> If the trainer/presenter will be billing DBH, he/she will need to coordinate payment with Fiscal Services.</p>

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**Training Coordination Policy, Continued**

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**Continuing  
Education (CE)  
Credits**

If CE credits requested for a training, the trainer/presenter is required to submit the materials mentioned above, no later than **seventy five (75) days** prior to the scheduled training date.

Once the materials have been received, a Training and Development Specialist must:

- Submit materials to the designated staff member for eligibility determination
- Notify the trainer/presenter of approval or disapproval
- Notify DBH staff of CE credit availability if eligibility standards are met

**Note:** Please see the [Education and Training Policy](#) for specifications on CE credits offered by DBH.

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**Time  
Restrictions**

A training coordination request must be initiated (including completion of applicable forms, and acquisition of approvals) by the requestor, a minimum of **ninety (90) days** prior to the anticipated training date.

In the event that a requestor is unable to meet the ninety (90) day deadline, or the trainer/presenter is unable provide required materials within the seventy five (75) day deadline, the Training Unit must be contacted immediately. Specialized assistance will be provided on a case-by-case basis.

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**Trainer Criteria**

The Training Unit will assist the requestor in searching for a trainer/presenter if one is not already recommended by the requestor. If a trainer/presenter *is* suggested by the requestor, the Training Unit *may* still make recommendations based on previous trainings, records, and costs. Approval by Department personnel must be given before a trainer/presenter can be designated.

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