

In-House Training Guidelines

A director may provide in-house training for staff at their facility that does not require prior KDHE or KACCRRRA approval. The director must simply follow KDHE guidelines, which means they need to keep on file a dated sign-in sheet, agenda/outline of the training, and a copy of the handout. The director lists this as in-house training and shows the record to the surveyor, who then has the authority to approve or reject the session as "qualified training." If a director would like assistance in designing the training or finding supportive resources, just contact our Professional Development Coordinator at kvonsoosten@ercrefer.org or by phone at 785-357-5171 or 1-800-279-2372 if calling long distance.