

Training Plan — Volunteers

Name of Volunteer:

Agency Name:

Date of Training

(must be updated at least once every calendar year):

Training ensured by the provider for volunteers who provide more than 40 hours of service working directly with individuals served by the agency provider during a calendar year: *(Separate documentation evidencing completion of training is required)*

Name of Training	Method that will be used to establish competency in the area of the training	Person/entity responsible for arranging or providing the training	Projected timeline for completion of the training
The role of a volunteer in supporting individuals served by the agency provider including the national alliance for direct support professionals code of ethics and the rights of individuals set forth in section 5123.62 of the Revised Code			
Recognizing and reporting major unusual incidents and unusual incidents			
An overview of emergency procedures			

Note: This Training Plan template only addresses the elements required in OAC 5123-2-08 (F)(1) for a written training plan and is not an all-inclusive list of all required initial and ongoing training or personnel requirements. Provider is responsible for knowing and being compliant with all applicable requirements.