

# YMCA of Southwestern Indiana Training Dates for March and April

Class	Date	Time	Location	Instructor
First Aid	Wednesday, March 1	5:00 - 8:00 pm	Ascension St. Vincent	Erin Helfrich
CPR/AED	Saturday, March 4	9:00 - 12:00 pm	Ascension St. Vincent	Erin Helfrich
Oxygen	Thursday, March 9	5:00 - 6:30 pm	Dunigan	Erin Helfrich
Skills Testing	Saturday, March 11	2:00 - 5:30 pm	Ascension St. Vincent	Dan Sigler
Skills Testing	Wednesday, March 15	4:00 - 7:30 pm	Ascension St. Vincent	Erin Helfrich
Skills Testing	Monday, March 20	9:00 - 12:30 pm	Ascension St. Vincent	Erin Helfrich
First Aid	Wednesday, April 5	9:00 - 12:00 pm	Dunigan	Erin Helfrich
Skills Testing	Thursday, April 6	4:00 - 7:30 pm	Ascension St. Vincent	Erin Helfrich
Skills Testing	Saturday, April 8	2:00 - 5:30 pm	Ascension St. Vincent	Dan Sigler
Skills Testing	Monday, April 17	9:00 - 12:30 pm	Ascension St. Vincent	Erin Helfrich
Oxygen	Tuesday, April 18	5:00 - 6:30 pm	Dunigan	Erin Helfrich
CPR/AED	Saturday, April 22	9:00 - 12:00 pm	Ascension St. Vincent	Erin Helfrich
Skills Testing	Saturday, April 29	2:00 - 5:30 pm	Ascension St. Vincent	Dan Sigler

### Things To Know:

- \* You must register for all trainings
- \* You have 60 days from your date of hire to complete all trainings other than Child Abuse Prevention which must be completed before or on your first day of working.
- \* If you register and aren't able to attend a class, please email your instructor to let them know (helfrich@ymcaswin.org or pastordansigler@gmail.com)

**New Hires are automatically enrolled in West Bend Academy and WordPress. Look for emails with links to the Child Abuse Training, Bloodborne Pathogens and the New Employee Orientation.**

**If you need to recertify in Child Abuse or Bloodborne Pathogens, send an email to [blazier@ymcaswin.org](mailto:blazier@ymcaswin.org) with "West Bend" in the subject line. An email with a link will be sent to you within 3 business days.**

### Blended Learning

Staff now have the option to complete an online class for CPR/AED, Oxygen & First Aid. Blended Learning includes all 3 classes and can't be split into individual classes. Staff will then attend Skills Testing to demonstrate their knowledge of the skills.

1. Email [blazier@ymcaswin.org](mailto:blazier@ymcaswin.org) with your request to register for a blended learning class.
2. You will receive an email from ASHI with your class information and a link. The link will be emailed within one week.
3. You will have two weeks to complete the online portion once you receive the email. Track the amount of time you spend completing the class and turn in a missed punch form to your supervisor.
4. After you have completed the online portion, register for Skills Testing at the front desk. The available times are listed on the training schedule. The testings are scheduled in 3 hour blocks. You will sign up for one hour of the testing. For example, testing may be scheduled from 4:00 to 7:30 but you will register for either 4:00, 5:10 or 6:20.
5. You will have 3 weeks after you have completed the online class to attend a testing.
6. It will take 5 to 6 hours to complete the entire class but you are able to resume the class where you left off if you have to do it over an extended time period.

**After you complete a class, your certification cards will be emailed to you from ASHI. Please keep these for your records. They will arrive 1 to 2 weeks after your class.**