

YMCA of Southwestern Indiana Training Dates for August and September 2024

Class	Date	Time	Location	Instructor
Skills Testing	Saturday, August 3	8:00am-11:00am	Dunigan Family YMCA	Atlas Allen
Oxygen	Wednesday, August 7	5:30pm - 7:00pm	Dunigan Family YMCA	Atlas Allen/EH
Skills Testing	Monday, August 12	1:00pm - 4:00pm	Dunigan Family YMCA	Emily Atchley
CPR/AED	Monday, August 12	5:00pm-8:00pm	Ascension St. Vincent	Kelly Winters
First Aid	Tuesday, August 13	8:00am - 11:00am	Dunigan Family YMCA	Atlas Allen/EH
Skills Testing	Tuesday, August 13	3:30pm - 6:30pm	Deaconess Aquatics Center	Jacki Murray
Skills Testing	Saturday, August 17	8:30am - 11:30am	Ascension St. Vincent	Theresa Doyle
CPR/AED	Monday, August 19	4:30pm - 7:30pm	Ascension St. Vincent	Erin Helfrich/TD
First Aid	Wednesday, August 21	10:00am - 1:00pm	Deaconess Aquatics Center	Jacki Murray
CPR/AED	Wednesday, August 21	2:00pm - 5:00pm	Ascension St. Vincent	Emily Atchley
Skills Testing	Sunday, August 25	12:30pm - 3:30pm	Ascension St. Vincent	Kelly Winters
Oxygen	Monday, August 26	5:00pm - 6:30pm	Ascension St. Vincent	Erin Helfrich/TD
First Aid	Wednesday, August 28	5:00pm - 8:00pm	Ascension St. Vincent	Kelly Winters
Oxygen	Friday, August 30	9:00am - 10:30am	Ascension St. Vincent	Erin Helfrich
Oxygen	Monday, September 9	5:30pm - 7:00pm	Ascension St. Vincent	Kelly Winters
CPR/AED	Tuesday, September 10	3:30pm - 6:30pm	Deaconess Aquatics Center	Jacki Murray
CPR/AED	Wednesday, September 11	5:00pm - 8:00pm	Ascension St. Vincent	Kelly Winters
Oxygen	Saturday, September 14	9:00am - 10:30am	Dunigan Family YMCA	Atlas Allen
Skills Testing	Monday, September 16	11:00am - 2:00pm	Deaconess Aquatics Center	Jacki Murray
First Aid	Wednesday, September 18	1:00pm - 4:00pm	Dunigan Family YMCA	Emily Atchley
Skills Testing	Wednesday, September 18	5:30pm - 8:30pm	Dunigan Family YMCA	Atlas Allen
Skills Testing	Friday, September 20	1:00pm - 4:00pm	Ascension St. Vincent	Emily Atchley
Skills Testing	Saturday, September 21	8:30am - 11:30am	Ascension St. Vincent	Theresa Doyle
First Aid	Sunday, September 22	12:30pm - 3:30pm	Ascension St. Vincent	Kelly Winters
CPR/AED	Monday, September 23	4:30pm - 7:30pm	Ascension St. Vincent	Theresa Doyle/EH
Skills Testing	Tuesday, September 24	5:30pm - 8:30pm	Dunigan Family YMCA	Atlas Allen
Oxygen	Monday, September 30	5:00pm - 6:30pm	Ascension St. Vincent	Theresa Doyle/EH

Things To Know:

- * You must register for all trainings through the YMCA Front Desk
- * 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, murray@ymcaswin.org, atchley@ymcaswin.org) AND cancel your registration with Front Desk

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

1. Email helfrich@ymcaswin.org with your request to register for a blended learning class.
2. You will receive an email from HSI 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 "add entry" in Paycom App. Go to Time Management - Web Time Sheet (Read Only) - Add Entry
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 7:00 but you will register for either 4:00, 5:00 or 6:00.
5. You will have 3 weeks after you have completed the online class to attend a testing.
6. It will take at least 5 to 6 hours to complete the entire blended learning 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 HSI. Please keep these for your records. They will arrive 3 to 4 weeks after your class.