

YMCA of Southwestern Indiana Training Dates for January and February 2025

Updated 1/15/25

Class	Date	Time	Location	Instructor
Oxygen	Thursday, January 2	5:30pm - 7:00pm	Ascension St. Vincent	Theresa Doyle
Oxygen	Saturday, January 4	8:00am - 9:30am	Dunigan Family YMCA	Atlas Allen
Skills Testing	Sunday, January 5	12:30pm - 3:30pm	Ascension St. Vincent	Theresa Doyle
Skills Testing	Monday, January 6	4:30pm - 7:30pm	Ascension St. Vincent	Theresa Doyle
CPR/AED	Wednesday, January 8	9:00am - 12:00pm	Ascension St. Vincent	Erin Helfrich
First Aid - Canceled snow	Friday, January 10	9:00am - 12:00pm	Ascension St. Vincent	Erin Helfrich
Skills Testing	Saturday, January 11	9:00am - 12:00pm	Deaconess Aquatics Ctr	Kelly Winters
CPR/AED	Tuesday, January 14	5:00pm - 8:00pm	Ascension St. Vincent	Kelly Winters
First Aid	Wednesday, January 15	5:30pm - 8:30pm	Ascension St. Vincent	Kelly Winters
Oxygen	Monday, January 20	10:00am-11:30am	Deaconess Aquatics Ctr	Dan Sigler
Skills Testing	Wednesday, January 22	4:30pm - 7:30pm	Dunigan Family YMCA	Atlas Allen
First Aid *SNOW MAKEUP*	Tuesday, January 28	9:00am - 12:00pm	Ascension St. Vincent	Erin Helfrich
CPR/AED	Tuesday, January 28	5:00pm - 8:00pm	Dunigan Family YMCA	Atlas Allen
Skills Testing	Friday, January 31	9:00am - 12:00pm	Ascension St. Vincent	Emily Atchley
Skills Testing	Monday, February 3	4:30pm - 7:30pm	Dunigan Family YMCA	Atlas Allen
Skills Testing	Tuesday, February 11	9:30am - 12:30pm	Deaconess Aquatics Ctr	Erin Helfrich
Oxygen	Thursday, February 13	5:30pm - 7:00pm	Ascension St. Vincent	Kelly Winters
First Aid	Saturday, February 15	8:00am - 11:00am	Dunigan Family YMCA	Atlas Allen
Skills Testing	Sunday, February 16	12:30pm - 3:30pm	Ascension St. Vincent	Theresa Doyle
First Aid	Monday, February 17	4:30pm - 7:30pm	Ascension St. Vincent	Theresa Doyle
CPR/AED	Tuesday, February 18	9:00am - 12:00pm	Ascension St. Vincent	Emily Atchley
Oxygen	Friday, February 21	8:00am - 9:30am	Dunigan Family YMCA	Atlas Allen
Skills Testing	Friday, February 21	9:00am - 12:00pm	Ascension St. Vincent	Emily Atchley
Skills Testing	Saturday, February 22	9:00am - 12:00pm	Ascension St. Vincent	Kelly Winters
Skills Testing	Monday, February 24	4:30pm - 7:30pm	Ascension St. Vincent	Theresa Doyle
CPR/AED	Wednesday, February 26	5:00pm - 8:00pm	Ascension St. Vincent	Kelly Winters

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 helfrich@ymcaswin.org AND cancel your registration with the 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.