

**YMCA OF MIDDLE TENNESSEE 2010 TRAINING REQUIREMENTS**

Department	Required Before Start of Shift	Required Within 2 Weeks	Required Within 30 days	Required Within 60 Days	Additional Training Requirements	Additional Recommended Trainings
<b>ALL NEW STAFF</b>	<input type="checkbox"/> CEO - part I - The Virtual Tour					<input type="checkbox"/> Harrassment Prevention - online
	<input type="checkbox"/> CEO - part II - The Center Tour					
	<input type="checkbox"/> Child Abuse Prevention - online	<b>NEW! beginning January 2010</b>				
<b>ALL FULL-TIME STAFF</b>	<input type="checkbox"/> All New Staff requirements plus...				<input type="checkbox"/> CEO - part III - The Y World Tour	
<b>ALL MOD STAFF</b>	<input type="checkbox"/> All New Staff requirements plus...					<input type="checkbox"/> Ellis Lifeguard Certification
	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP					<input type="checkbox"/> Monthly In-Service required
	<input type="checkbox"/> Unity Training					
<b>SUPERVISORS</b>	<input type="checkbox"/> All New Staff requirements plus...				<input type="checkbox"/> 12 Danger Zones - 12 sessions	
<b>AQUATIC STAFF</b>	<input type="checkbox"/> All New Staff requirements plus...					
	<input type="checkbox"/> Ellis Lifeguard Certification				<input type="checkbox"/> Ongoing In-Service to keep Ellis License current	Certified Pool Operator or Y-P.O.O.L.
	<input type="checkbox"/> All New Staff requirements plus...					
<b>Swim Instructors</b>	<input type="checkbox"/> In-house Swim Lessons Certification	<b>NEW! beginning August 2009</b>			<input type="checkbox"/> Ongoing CECs required	
	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP					
<b>WELLNESS STAFF</b>	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP	<input type="checkbox"/> Healthy Lifestyle Principles			
			<input type="checkbox"/> Foundations of Strength & Conditioning			
	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP		<input type="checkbox"/> Healthy Lifestyle Principles	<input type="checkbox"/> Personal Trainer Certification - ACSM or NSCA required w/in 6 months of hire	
	<input type="checkbox"/> PT Certs: ACE, Cooper Inst, NASM, ACSM or NSCA acceptable			<input type="checkbox"/> Foundations of Strength & Conditioning	<input type="checkbox"/> CEU's as required by certifying agency	
<b>Group Ex Instructors</b>	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP		<input type="checkbox"/> Healthy Lifestyle Principles	<input type="checkbox"/> Specialty Instructor Certification	<input type="checkbox"/> Group Exercise Certification - ACE, AFAA or ACSM required w/in 6 months of hire
	Note: Group Exercise Instructors II & III must hold a Specialty Instructor Certification before start of shift.			<input type="checkbox"/> Foundations of Group Exercise	<input type="checkbox"/> CEU's as required by certifying agency	
<b>MEMBERSHIP STAFF</b>	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> Unity Training			<input type="checkbox"/> Monthly In-Service required	
	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP				
<b>SAS / PRESCHOOL</b>	<input type="checkbox"/> All New Staff requirements plus...	<input type="checkbox"/> DHS Physical (w/in TEN DAYS of hire)	<input type="checkbox"/> DHS 1st Steps CD-rom or video			
	<input type="checkbox"/> Abuse Registry Check, TB screen, DHS fingerprint appt.	<input type="checkbox"/> DHS Background Disclosure Form & Fingerprints (w/in TEN DAYS of hire)	<input type="checkbox"/> CPR and First Aid (SAS)		<input type="checkbox"/> DHS requires 18 hours of training in first year; 12 hours annually after that... (3 STAR is 24/18)	
	<input type="checkbox"/> Blood Borne Pathogens	<input type="checkbox"/> DHS Child Abuse Prevention Training	<input type="checkbox"/> CPR Pro w/ AED, 1st Aid, O2, BBP			
		<input type="checkbox"/> Read complete DHS Licensing Rules (w/in TEN DAYS of hire)				
<b>Site Directors or above</b>	<input type="checkbox"/> All New Staff & Site Assts. requirements				<input type="checkbox"/> DHS New Director Training	
					<input type="checkbox"/> DHS Personal Safety Training	