



## 2019 ANNUAL EDUCATION PLAN

### National Church Residences – Central Office

\*Please Note: the modules listed below for Central Office staff are not to replace the modules administered for your entire division.

What courses should I take and how long do I have to complete them?

These are common questions our students have and it is our hope this document can answer these questions. If you need further assistance please contact your supervisor for guidance.

<b>Online Training – Timeline: Quarter 1 (Due Date March 31, 2019)</b>	<b>Hours</b>
No Training Assigned	

<b>Online Training – Timeline: Quarter 2 (Due Date June 30, 2019)</b>	<b>Hours</b>	
N/A – Internal Course	Code of Conduct	0.50 Hour
REL-ALL-0-HSOCM	HIPAA Do’s and Don’ts: Electronic Communication and Social Media	0.50 Hour
REL-SRC-0-PRRA	Preventing, Recognizing, and Reporting Abuse	0.75 Hour

<b>Online Training – Timeline: Quarter 3 (Due Date September 30, 2019)</b>	<b>Hours</b>	
REL-CDWMCC-COMP-0	Cultural Diversity	1.25 Hours
REL-ALL-0-HSEC	HIPAA Security	0.50 Hour
REL-PAC-0-HW	Handwashing	0.50 Hour

<b>Online Training – Timeline: Quarter 4 (Due Date December 31, 2019)</b>	<b>Hours</b>	
N/A – Internal Course	ALICE Active Shooter Response Training	1.00 Hour
REL-ALL-0-W007	The Two Most Common Forms of Workplace Violence...	1.00 Hour
REL-CV-0-WH	Workplace Harassment	1.25 Hours

<b>QUESTIONS?</b>	<a href="#">Login Assistance</a> please contact the NCRU at (614) 273-3510 or by email <a href="mailto:NCRU@nationalchurchresidences.org">NCRU@nationalchurchresidences.org</a>	<a href="#">NCRU: Relias Learning Website</a> <a href="http://nationalchurch.training.reliaslearning.com">http://nationalchurch.training.reliaslearning.com</a>
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