

DDS Statewide Training Calendar

Staff Training Information

July 2025 to September 2025

Staff may not be registered for training greater than 90 days prior to their expiration date.

Webinars

Webinars are held on a monthly basis for the following,

- Abuse and Neglect Prevention Initial
- ADA/Ethics/Abuse and Neglect Prevention Recertification (*For staff that previously attended the 2023 initial curriculum*)
- Dementia (done on a quarterly basis)
- CPR (*Must attend an in-person skills check following*).

When registering an employee for a webinar, supervisors should ensure the employee has a state or personal email address listed in Saba to ensure the invitation to join training via **Teams** can be successfully sent. Invitations to training are sent the day prior. Register for a webinar in Saba.

Web-Based

Web-Based training is available on Saba for the following trainings:

- Abuse and Neglect Prevention Initial Training
- Abuse and Neglect Prevention Recertification (*For staff that previously attended the 2023 initial curriculum*)
- ADA
- Ethics
- Sexual Harassment Prevention
- CPR (*Must attend an in-person skills check following*).
- Workplace Diversity and Inclusion
- Domestic Violence Prevention
- Workplace Violence Prevention

Supervisors may register employees to attend any of the above listed trainings via a web-based format in Saba.

Instructor-Led

All compliance training required classes are held at each training location on a monthly basis. Please check the on-going training calendar for the dates and times available and register your employee in Saba. **Abuse and Neglect Prevention Initial training will be held monthly at rotating training locations.**

BLS Training

Training is offered in person or an employee requiring Basic Life Support Training may email dds.training@ct.gov to be sent the link to attend the online class. Following the completion of the online class, please schedule an in-person skills check at any training location under the BLS interval.

PMT 8-Hour

These classes will be held quarterly, please see the on-going training calendar for the next scheduled session. This class is intended for employees that didn't complete their yearly refresher and are out of compliance.

Training Details

Day 1

9:00am-9:30am- ADA

9:30am-10:30am- Ethics

10:30am-12:30pm- Abuse and Neglect Recertification (*For staff that previously attended the 2023 initial curriculum*)

1pm-4:00pm- PMT Refresher

Day 2

Starting 7-1-25

8:30 am-12:30pm- First Aid / Basic Health / Signs and Symptoms of Illness

1:00 pm-3:00 pm- OSHA/ Infection Control

Various times: First Aid skills check **You must complete the online webinar to register for this class**

Day 3

9am-11am- Sexual Harassment Prevention

11am-12pm- HIPPA/Confidentiality

12:30pm-4:00pm- CPR

Medication Administration, Review and Recertification

3-hour long class, held in each training location monthly. Times may vary, please see the on-going training calendar for next scheduled sessions. Employees should be registered for Med. Review classes, 90 days prior to yearly deadline. ***If we are experiencing Inclement Weather, please call 860-616-2080 ext. 5***

Computer Training

Offered in the Hartford training center on a monthly basis. A survey will be sent prior to class to registrants and training will be tailored to meet the needs of those in attendance.

Other Important Information

- The DDS ongoing training calendar are classes available to DDS employees and CCH Providers which can be found at [On-Going Training Calendar](#)
- All staff must register on Saba for class prior to attending
- Staff must arrive for training on time, late entry will not be permitted
- While attending in-person sessions please refrain from wearing strong scented perfumes and or colognes
- Regular Time Training Code - RTRNG
- Overtime Training Code- OVT/Override Reason-OTTRN
- If we are experiencing inclement weather, please call 860-418-6190 2 hours prior to the start of class for an update.

Classroom Expectations

- **Attendees shall arrive 15 minutes prior to the start of class.**

Clothing

- **Clothing must cover body appropriately. Clothing must allow for unrestricted movement and physical participation of all aspects of the course.**
 - **Allowed: Appropriate slogans, statements, pictures.**
 - **Not Allowed: Political, racial, vulgar, ripped, or dirty clothing is not acceptable.**
- **No head coverings that limit sight or interfere in training or skill checks.**

Footwear

- **Allowed: Sneakers and clogs are appropriate if they have full back support.**
 - **Toes and feet must be covered and allow for safe movement. Footwear must resist slipping.**
- **Not Allowed: Heels, open-toed shoes, slippers, slides, and flip-flops are examples of footwear that would contribute to injury and would not be allowed in training or skill checks classes.**

Hair and Nails

- **Hair must not restrict visual fields.**
- **Nails must allow attendee to don gloves without ripping and must allow attendee to perform the tasks of the training maneuvers safely and without injury to self or others.**

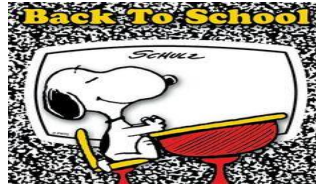
Jewelry

- **Earrings, chains, rings must be worn in moderation to reduce the risk of injury to self and others.**



July 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 1 pm- 4:30 pm Cheshire – Med Admin 10 am-1 pm Cheshire- First aide skills 3 pm to 4pm	2 Hartford- Day 3 Willimantic –Day 1	3	4 <u>Holiday</u>
7 Alzheimer's and Dementia <u>WEBINAR</u> 9am to 12:30 Abuse and Neglect Prevention <u>WEBINAR</u> V 2023 9am –12:30 pm	8 New Haven –Day 1 Torrington – Day 3 Cheshire – Day 2 Cheshire- First aide skills 3 pm to 4pm Stratford–CPR/BLS Skills Check 9 am to 12pm New Haven– Med Admin 10 am to 1 pm New Haven – First Aid skills 3 pm to 4pm LARC- Med admin 10am to 1 pm Willimantic –Day 2 Willimantic – First Aid skills 3 pm to 4pm	9 Hartford- Day 1 Cheshire – Day 1 Norwich – Day 1 Hartford- Med-Admin 9 am-12 pm Hartford- First aid skills 1pm to 2pm	10 New Haven –Day 2 New Haven- First Aid skills 3 pm to 4pm Torrington – Day 2 Torrington – First aid skills 3 pm to 4pm	11 New Haven –CPR/BLS Skill check 11 am to 2 pm Torrington – First aid skills 2 pm to 3 pm
14 Hartford- Day 2 Hartford- First aid skills 3 pm to 4pm Cheshire-CPR/BLS skills Check 9 am to 12 pm Norwich- CPR/BLS Skills Check 9 am to 11 am	15 Stratford– Day 1 Torrington–CPR/BLS Skills Check 9 am to 12pm Willimantic – Med Admin 9 am to 12 pm Willimantic – first aid skills 1 pm to 2 pm	16 Norwich – Day 3 Hartford- CPR/BLS Skill Check 9am to 12 pm Willimantic–CPR/BLS Skill Check 9 am to 12pm New Haven – Abuse and Neglect prevention 2023 9am to 12:30pm	17 Cheshire – Day 3 Norwich – Day 2 Norwich-Firs aid skills 3 pm to 4pm	18 Norwich – Med Admin - 9 am-12 pm Norwich- First aid skills 2pm to 3pm Danbury –Med Admin 10 am-1 pm
21 Stratford– Day 2 Stratford – First aid skills 3 pm to 4pm	22 CPR <u>WEBINAR</u> 1pm to 4:30 pm	23 New Haven –Day 3 ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9am to 12:30	24 Stratford– Day 3 New Haven –8-hour PMT 8:30 am to 4:30pm	25 Torrington – Day 1 Stratford– BLS class 9am to 1pm
28 CPR <u>WEBINAR</u> 1 pm- 4:30 pm	29 Willimantic –Day 3 Stratford– Med Admin 9 am-1 pm Hartford- Med-Admin 9 am-12 pm Stratford– First aid skills 2 pm to 3 pm	30	31	



August 2025

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Willimantic – Med Admin 9 am to 12 pm Willimantic – first aid skills 1 pm to 2 pm
4 Cheshire – Day 2 Cheshire- First aide skills 3 pm to 4pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 1 pm- 4:30 pm	5 Stratford– Day 2 Stratford – First aid skills 3 pm to 4pm Hartford- Day 1 New Haven –Day 3 Torrington – Day 3 Willimantic –Day 1	6 Cheshire – Day 1	7 Norwich – Day 1 Cheshire-CPR/BLS skills Check 9 am to 12 pm Stratford– Med Admin 10 am-1 pm Stratford – First aid skills 2pm to 3pm Hartford- Day 3	8
11 Torrington – Day 2 Torrington – First aid skills 3 pm to 4pm Hartford- Day 2 Hartford- First aid skills 3 pm to 4pm	12 Norwich- CPR/BLS Skills Check 9 am to 11 am Hartford- Med-Admin 9 am-12 pm Hartford- First aid skills 1pm to 2pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9 am to 12:30 pm	13 New Haven –Day 2 New Haven- First Aid skills 3 pm to 4pm New Haven –CPR/BLS Skill check 11 am to 2 pm	14 Willimantic –Day 2 Willimantic – First Aid skills 3 pm to 4pm LARC- Med admin 10am to 1 pm Torrington – First aid skills 2 pm to 3pm	15 New Haven– Med Admin 10 am to 1 pm New Haven–First Aid Skills 3pm to 4pm CPR <u>WEBINAR</u> 9 am to 12:30pm
18 Torrington – 8-hour PMT 8:30 am to 4:30pm Norwich – Med Admin - 9 am-12 pm Norwich- First Aid Skills 2pm to 3pm Willimantic–CPR/BLS Skill Check 9 am to 12pm	19 Stratford– Day 1 Norwich – Day 2 Norwich- First Aid Skills 3pm to 4pm Abuse and Neglect Prevention <u>WEBINAR</u> V 2023 9am – 12:30 pm	20 Cheshire – Day 3 Norwich – Day 3	21 New Haven –Day 1 Stratford– Day 3 Cheshire – Med Admin 10 am-1 pm Cheshire- First aide skills 3 pm to 4pm	22 Cheshire – Med Admin 10 am-1 pm Cheshire- First aide skills 3 pm to 4pm Torrington–CPR/BLS Skills Check 9 am to 12pm New Haven –CPR 9 am to 12:30 pm
25 Willimantic – BLS class 9am to 1 pm	26 Willimantic –Day 3 Stratford - Abuse and Neglect prevention 2023 9am to 12:30pm Danbury –Med Admin 10 am-1 pm	27 Hartford- Med-Admin 9 am-12 pm Hartford- First aid skills 1pm to 2pm Stratford–CPR/BLS Skills Check 9 am to 12pm	28 Hartford- CPR/BLS Skill Check 9am to 12 pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9am to 12:30	29 Torrington – Day 1



September 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 <u>Holiday</u>	2 ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 1 pm- 4:30 pm	3 Cheshire – Day 1 New Haven –Day 2 New Haven- First Aid skills 3 pm to 4pm	4 New Haven –BLS Class 9am to 1pm Norwich – Day 1 Stratford– Day 3	5
8 Stratford– Med Admin 10 am-1 pm Hartford- Med-Admin 9 am-12 pm Hartford- First aid skills 3pm to 5pm	9 Hartford- Day 2 Willimantic –Day 1 Ches Cheshire- First aide skills 3 pm to 4pm hire – Day 2 CPR <u>WEBINAR</u> 1pm to 4:30 pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9am to 12:30	10 Stratford– Day 2 Stratford – First aid skills 3pm to 4pm	11 Torrington – Day 2 Willimantic –Day 2 Willimantic – First Aid skills 3 pm to 4pm Norwich – 8-hour PMT 8:30 to 4:30	12 New Haven –CPR/BLS Skill check 10:30am to 1:30 pm Norwich – Med Admin - 9 am-12 pm Norwich- First Aid Skills 2pm to 3pm
15 Cheshire – Day 3	16 Hartford- Day 1 New Haven –Day 3 Stratford– Day 1 Torrington – Day 3 Danbury –Med Admin 10 am-1 pm	17 Torrington–CPR/BLS Skills Check 9 am to 12pm Norwich- CPR/BLS Skills Check 9 am to 12 am	18 Hartford- CPR/BLS Skill Check 9am to 12 pm	19
22 Norwich – Day 3 Cheshire – Med Admin 10 am-1 pm Cheshire- First aide skills 3 pm to 4pm	23 Abuse and Neglect Prevention <u>WEBINAR</u> V 2023 9am –12:30 pm	24 New Haven – Abuse and Neglect prevention 2023 9 am-12:30 pm Cheshire-CPR/BLS skills Check 9 am to 12 pm Hartford- Med-Admin 9 am-12 pm Willimantic–CPR/BLS Skill Check 9 am to 12pm	25 Stratford–CPR/BLS Skills Check 9 am to 12pm	26
28 Willimantic –Day 2 Willimantic – First Aid skills 1 pm to 2pm	29 New Haven– Med Admin 10 am to 1 pm New Haven–First Aid Skills 1pm to 2pm	30 Hartford- Day 2 Hartford- First aid skills 3pm to 4pm Torrington – Day 1 Willimantic –Day 3 Norwich – Day 2 Norwich- First Aid Skills 3pm to 4pm New Haven –Day 1		