

MAAC CROSS AGENCY TRAINING PROTOCOL

March, 2008

- Each agency will submit their trainings to the MAAC Office Manager via email (bsessions@maac4kids.org)
- Trainings will be posted on the MAAC website (www.maac4kids.org)
- Any changes made in the schedule will be communicated by the host agency Training Coordinator or their designee to the MAAC Office Manager via email.
- Brief descriptions of the trainings can be included on the calendars or in a separate section of the web page.
- Calendars will be clearly marked with the “host agency’s name.
- Training Coordinators for “host” agencies will act as the contact or will clearly designate who the contact is for a particular training session.
- Training Coordinator for “visiting” agencies will confirm names and number of staff attending with “host agency”.
- Locations for trainings will be at the “host” agency unless otherwise specified.
- Child Care will NOT be offered to attendees unless otherwise specified.
- Certificates of Completion will be issued by the “host” agency Training Coordinator to the “visiting” Training Coordinator who will then be responsible for getting them to “visiting” staff members.
- Attendance Rosters will be completed per all agencies internal policies and will be kept by “host” agencies (for verification if needed).
- Registration Forms for enrollment will be posted on the MAAC website. Training Coordinators will be responsible for managing them and ensuring they are completed appropriately.
- Training Coordinators will work out any conflicts or mis-steps that may occur as the first step in the process. If assistance is needed from MAAC, Sandy Corbin will be the contact to assist.