

MEMORANDUM

Subject: Overdue Annual Training Notification

Date: January 19, 2024

In accordance with Agency and OPWDD regulations, all staff persons are required to complete annual/training certifications in a timely manner.

As referenced in the Employee Handbook, failure to complete required training on or before the 365th day of the prior annual training may result in suspension of employment without pay. Upon suspension, the employee has thirty (30) days to complete the required training or termination of employment can occur.

Our records indicate that your annual training is currently overdue. Recognizing challenges many have encountered over the past year, the deadline to complete your required annual training is now March 17, 2024. Please notify your immediate supervisor upon completion of overdue training(s).

After March 17, 2024, if you have failed to complete your required training you will be suspended without pay effective March 18, 2024. Please note that during suspension, you will still have access to Relias to complete your overdue Relias training(s), and you can reach out to the Learning and Professional Development department with any questions regarding Relias or your trainings.

There are two ways to login to Relias Learning:

- 1) Using UltiPro: After logging into UltiPro and clicking on “**Menu**” in the top left corner, then click on “**Myself**”. Once on **Myself**, click on “**Relias Learning**”

UltiPro URL Address: <https://e13.ultipro.com>

Login ID: Last Name + First Initial (Example: Clark Kent would be entered as kentc)

Password: Originally is your Birth Date (Example: 03/10/89 would be entered as 03101989) which must be changed on first login.

If you already changed your password, please use the password you created to login. For any problems logging into UKG/Ultipro, please contact the agency's IT Help-Desk at:

helpdesk@ahrc.org.

2) The direct method without Ultipro:

Relias can also be accessed directly without logging into Ultipro by using the links below. Each company has a direct link to Relias so please use the link for the company where you work. For example, anyone working at ahrcnassau would use the ahrcnassau.training.reliaslearning link below, citizens would use citizens.training.reliaslearning link, etc. Once you enter the link, please enter your username and password as indicated below.

Links to access Relias:

<https://ahrcnassau.training.reliaslearning.com/>

<https://brookville.training.reliaslearning.com/>

<https://citizens.training.reliaslearning.com/>

Username: last name first initial (no spaces)

Password: welcome (all letters in lower case)

When using this direct method for the first time, you may be prompted to change the password. Please choose a secure password since this is the specific password that will be used whenever directly logging into Relias without going through Ultipro. (As a reminder, the Ultipro link to Relias is separate and will not be affected by changing the password here to use the direct sign in method. The Ultipro link will continue to work with the same login information you currently have once it is restored).

The organization IDs are listed below as well. If asked, please enter the ID for the area you work at

Organization ID

14022

14024

14020

Organization

Brookville Center for Children’s Services

Citizen’s Options Unlimited

AHRC Nassau

If you have any questions regarding outstanding training, please contact Suprena Joseph, Learning and Professional Development Administrator at (516) 293-1111 ext. 5145 or sjoseph@ahrc.org.

Thank you for your continued commitment to our mission and the people we support!

Your signature indicates that you understand the terms as summarized above and that failure to complete the required Annual Trainings will lead to suspension of your employment.

[Employee’s Signature]

Date