

# *Policies and Procedures*

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## WHO MAY ATTEND

### **HHS Employees**

CCL Training Programs are provided for **all HHS employees, regardless of position**, unless specifically restricted. Each class description indicates a “Target Audience” – this is the group the training was designed for - but the classes are not limited to this group. Anyone who sees the value of a course to their ability to provide services is welcome to attend.

### **Community Partners**

A “Community Partner” is someone who works for a community-based, non-profit organizations that provide services to Montgomery County residents. Training is open to our Community Partners as a way to ensure that services can be provided to MC residents smoothly and efficiently. To request access to HHS training, go to the [OHR Training Webpage](#) > Enroll in a Class > Partners > Request Access to OLM through AccessMCG – For Partners.

- Other Partners include contractors, volunteers, interns and DHHS retirees.

### **Employees of other Montgomery County Departments**

CCL classes can also be made available to those who work with DHHS in service to our residents, such as employees of the Department of Corrections and the States Attorney’s Office. Contact the OHR Training Team if you want to be added to the approved Learning Group at 240-777-5116 or [OLM.administrator@montgomerycountymd.gov](mailto:OLM.administrator@montgomerycountymd.gov).

## ENROLLMENT

**You must enroll in the Oracle Learning Management System to attend CCL Classes.**

- For instructions, click the link to go to [Helpful Hints](#), [FAQ’s](#), [Other](#), and look for **“How do I enroll in a class”**

### **Supervisory approval is required .**

Prior to registering, HHS staff must discuss with your supervisor your professional development goals and your request to attend the training. Approval to participate in training may be withheld by a supervisor in consideration of your job performance or your availability based on work coverage needs.

When you register for a class, an email will be sent notifying your supervisor.

### **If you cannot attend a Class**

- *Please withdraw from a class by unenrolling as soon as possible.*  
“No Shows” are costly and prevent employees on the waiting list from attending. In addition, those who repeatedly enroll and do not show up may jeopardize their access to future training.
- Log-in to your record though Employee Self-Services or Access MCG. Your Enrollments will be located on the Learner Home Page. Simply click the “Unenroll” button.

## CONTINUING EDUCATIONS CREDITS (CE) AND ATTENDANCE



OHR is proud to offer Continuing Education Credits approved by the **Maryland Board of Social Work Examiners** and the **National Board for Certified Counselors (NBCC)** for most of the CCL courses.

As an approved sponsor, we are responsible to maintain compliance with attendance expectations of each board.

- Participants are **expected to be on time** and to **attend the entire course**. If a course has multiple sessions, you must attend all sessions.
- You **will not receive Continuing Education Credits (CE credits)** if you fail to attend the entire course, which will result in an Incomplete for the course.
- A **grace period of 15 minutes** will be given for latecomers. However, anyone arriving more than 15 minutes late or leaving before the end of the class will not receive CE credits.

If you miss any portion of a course, you must notify your supervisor.

## INCLEMENT WEATHER



**Classes will be cancelled** when the Montgomery County Schools are closed due to weather. **Classes are usually conducted** and start on time when MCPS schools have a delayed opening.

**Call 240-777-5063** after 7:00 a.m. to see if classes have been cancelled. If classes are canceled, a message will be left on the CCL Program Coordinator's voicemail.

## SPECIAL ACCOMMODATIONS

The Training and Organizational Development Team will make every effort to provide accommodations for those with disabilities.



**Request an accommodation**, by calling the Training and Organizational Development Team on 240-777-5116 at least **10 days prior** to the course start date.