



To us, it's personalSM

Training Agreement

Home Instead CAREGivers are the heart of our highly personalized care. As you join the Home Instead Senior Care team, you will complete a comprehensive, multi-phased training program both before you meet or serve a client and over your first six months of being a CAREGiver.

Your training will consist of both online training modules and in-person training classes in our office.

Once you have completed your training you will be a Personal Care Homemaker, certified to work with all Home Instead Senior Care clients.

Training is an important part of our brand promise of highly trained CAREGivers. Therefore, Home Instead Senior Care invests time, energy and dollars into our CAREGivers, both during the initial training phase and in on-going development. To recognize and protect this training investment, all new employees of Home Instead Senior Care agree to the following:

1. Employee will complete these online training modules prior to any in-person training:
 - Module 1: Caregiving Core Values
 - Module 2: Personal Care Skills
2. Employee will complete the full in-person personal care training with an RN and pass the written and practical assessments prior to working with Home Instead Senior Care clients.
3. Employee will complete the online training modules during their first six months according to the schedule in the CAREGiver Guide provided in orientation.
4. If the Employee terminates their employment with Home Instead Senior Care during their initial six months of employment, employee agrees to pay back the training costs incurred by Home Instead Senior Care for training courses completed:

Training Course	Cost
Empower Module 1: Caregiving Core Values	\$80.00
Empower Module 2: Personal Care Skills	\$80.00
Personal Care In-House Training	\$250.00
Empower Module 3: Alzheimer's Disease	\$60.00
Empower Module 4: Caregiver Responsibilities Part 1	\$60.00
Empower Module 5: Caregiver Responsibilities Part 2	\$60.00
Empower Module 6: Essential Principles of Care	\$60.00
Empower Module 7: Nutrition	\$60.00
Empower Module 8: Diseases Common in the Elderly	\$60.00

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- If Employee terminates their employment with Home Instead Senior Care after completing their training during their first six months but before one full year of employment, employee will be responsible for reimbursing Home Instead Senior Care for training expenses according to the schedule below.

Number of months of service from the completion of training	Reimbursement
7-8 months	80%
9-10 months	60%
11-12 months	50%

- If Employee terminates their employment with Home Instead Senior Care within their first year of employment, they may forfeit all or part of any sign on bonus offered upon hire.

My signature below confirms that I have read and understand my obligations to Home Instead Senior Care regarding training and employment. I understand that my employment with Home Instead Senior Care depends upon my agreement to participate in all training programs included in the initial training phase in my first six months of employment. I understand that I am an employee at will and this agreement does not create an employment contract, nor imply it.

 CAREGiver Printed Name

 CAREGiver Signature

 Date

 Supervisor Signature

 Date

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