



Oakland Community Health Network

Developmental Disabilities • Mental Health • Substance Recovery

NEW HIRE RECIPIENT RIGHTS FACE-TO-FACE TRAINING

All employees must receive face-to-face, Basic Rights Training from the Office of Recipient Rights before they can work with anyone receiving services through the public mental health system. This training is required to be completed within the first 30 days of the employee's hire date. Proof of this training will be provided by the Office of Recipient Rights in the form of a certificate. **Make sure you receive a certificate at the end of training and send a copy of it to the ARC.**

To Register For RECIPIENT RIGHTS go to www.oaklandchn.org

Go to **Training > Training Schedule > Select a New Hire Rights Training** on the calendar and click on it. Select Registration Options and Quantity (1).

Complete the Registration with your information.

- Date of most recent hire training (training must be taken within 30 days of this hire date)
- Driver's License or State ID number
- Email address
- Employer/Provider/Agency name, email address and phone number

Answers to Employer questions when registering:

EMPLOYER: ARC of Oakland **EMAIL:** dmcdaniel@thearcoakland.org **COUNTY:** OAKLAND

This Recipient Rights training must be completed within 30 days of hire on the Employer of Record Agreement.

Annual updates thereafter for this course can be done online, and only if your certification has NOT lapsed.

Location: 5505 Corporate Drive, Troy, MI 48098. Enter through the main entrance. 248-858-1795

OCHN uses an electronic testing process for the New Hire Rights training and requests all attendees to bring a fully charged smartphone, laptop, or iPad to participate in the test. **The training certificate is dependent upon the successful completion of the test.**

Walk ins are welcome until the room is at capacity. Walk-ins arriving after seats are full will be asked to register and attend another class. **Anyone arriving 15 minutes or more after the class has begun will need to register and attend another class.**