

## **D5 Client Facilitator Training Agenda (With Approx Times)**

**Jan 9<sup>th</sup>, 2025 @9:00 a.m. <sup>(1)</sup> for TY2024**

- Administrative and District 5; Conduct; Intake; Cert <sup>(2)</sup> - Ed 45
- New D5 Web Site - Susan 15
- Client Facilitator Training - Ronnie 30
- AARP Portal - Brian 10
- Certification Process: - Ronnie 10
  - AARP Portal
    - Policies and Procedures - TY 2024
    - Security Essentials - TY 2024
    - Technology and Security - TY 2024
  - Link and Learn (IRS)
    - Volunteer Standards of Conduct Exam
    - Intake/Interview and Quality Review Exam
- Conclude - Ronnie 10

**(1) Client Facilitator Training will be conducted at Webster Presbyterian Church, 201 West NASA Parkway, Webster, TX 77598**

**(2) Email the Form 13615 certification to Ed Klein by January 18, 2025.**

**Must pass Standards of Conduct and Intake Sheet with 80% or better.**