

Note: This is a optional template to use as a starting point for communicating training requirements to new employees via email. Be sure to replace the subject, name, DDS ID, and training requirements with ones that are accurate for that employee.

-Training Hub Staff

Subject: Training Required Email Template

Body:

Hi <<employee>>,

Welcome to the company! As part of your onboarding, you must complete some training as required by the state. These courses will help teach you more about conducting your job duties in the safe and consistent way that the people we serve deserve.

Here's a list of courses you need to take:

Course Name	Type	Days to Complete
Abuse, Neglect, and Exploitation Awareness (also known as ANE Awareness)	Online	30

You should find the courses on the page located here: <https://www.cdd.unm.edu/other-disability-programs/disability-health-policy/ddsd-courses/index.html>

For each Online course, watch each module and then take the competency to get credit. To take the competency you'll need to enter your DDS ID, listed below.

For Livestream or In Person courses, register via the Training Calendar.

DDS ID: XXX-XX-0000

This training is provided by the Developmental Disabilities Supports Division (DDS) and handled through the New Mexico Waiver Training Hub website. If you get stuck, the Hub has an FAQ page with some helpful videos and links that you might find useful: <https://www.cdd.unm.edu/other-disability-programs/disability-health-policy/ddsd-courses/nm-waiver-training-hub-faqs.html>