PCCS reconfiguring humankind
PERSON CENTERED CARE SERVICES

To	PCCS SD Staff
From	Human Resources
Date	February 3, 2026
Subject	Yearly Mandatory Relias Trainings 2026

As part of our ongoing commitment to maintaining the highest standards of care, safety, and compliance, we are pleased to announce the rollout of the 2026 Mandatory Relias PCCS Annual Training Plan. This training is required for all employees, volunteers, and interns and will be available starting February 3, 2026.

The annual training plan covers essential topics in compliance with New York State OPWDD Chapter XIV: 633.8 Training of Employees Requirements. These trainings are critical to ensure we remain in compliance with state regulations and continue to provide high-quality services to the individuals we support.

Completion Deadline

1. Initial Deadline

- Mandatory training must be completed by **March 15, 2026**. Non-compliance by this date will result in a verbal warning issued by the supervisor, directed by HR.

2. Final Grace Period

- Employees who fail to complete training by **March 30, 2026**, will be placed on suspension without pay until training is completed.

3. Termination Threshold

- After suspension employees will have until **April 13, 2026**, to complete training. Failure to do so will result in termination of employment.

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Compensation Guidelines

This training counts as **5 hours of paid time**. Self-Hired Staff must complete the training outside of their regular direct service hours. HR will work with supervisors to make sure the hours are added to the timecard each week. These hours will be **paid as Indirect Time** through the Self-Direction budget.

Access to the Training Plan

The training plan will be available on Relias starting February 3, 2026. You can access the courses via your Relias Learner Dashboard. Here are the steps to access Relias:

If you experience any issues logging into Relias, please contact frontdesk@pccsny.org for assistance.