

Guidance on New Hire Rights Training

As a response to COVID-19 concerns, Oakland Community Health Network is working with the Michigan Department of Health and Human Services to temporarily adjust the New Hire Rights Training requirements. **Rights training is mandated by statute within 30 days of hire and this requirement is not subject to flexibility and will continue to be enforced.** However, for the time being, we are allowing a live, online webinar option that will only be accepted during this state of emergency.

New Hire Rights Trainings will be held via live, online webinar, utilizing Microsoft Teams.

Upcoming Trainings – [click here to register](#)

Upcoming trainings can be viewed online at www.oaklandchn.org. If you are having trouble registering, please contact Beth Jacobs at JacobsB@oaklandchn.org or 248-858-1795.

How do I register?

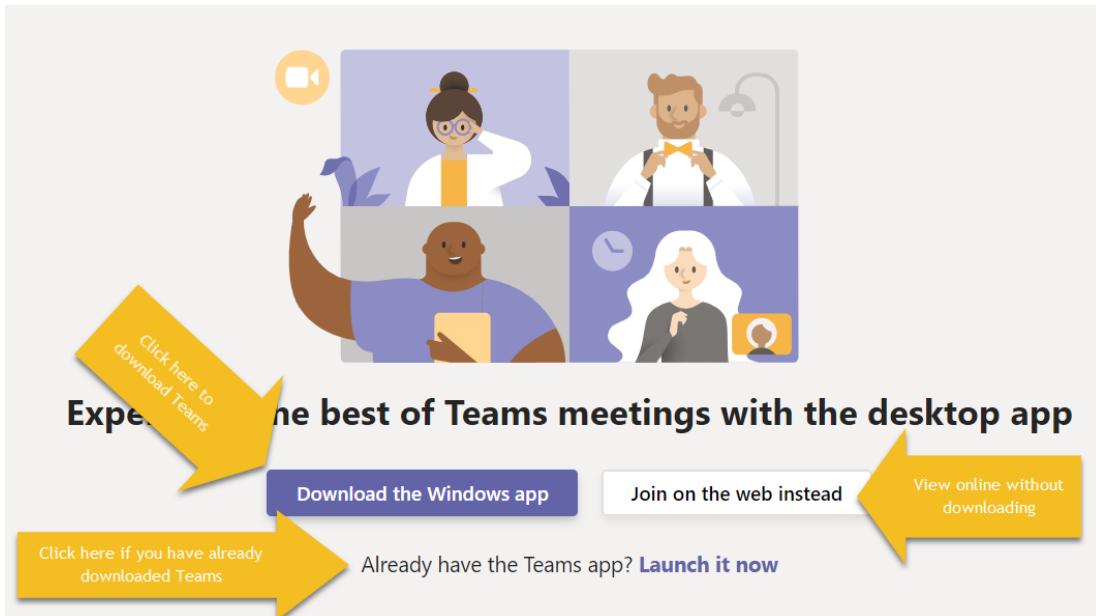
Registration will occur as normal, online at www.oaklandchn.org, under Training in the top banner. Select Training Schedule and then click on the date of the training that you would like to attend. If you are having issues registering, [click here to try an alternate link](#) or contact Beth Jacobs at JacobsB@oaklandchn.org or 248-858-1795.

Where do I find the link for live webinar?

A link to the live webinar will be sent to registered participants the day before the training. In the email, there will be a “Join Microsoft Meeting” link that participants can click on to join the webinar. Check your spam or junk email folder in case the email was placed in that folder. If you did not receive an email the day prior to the training, contact Beth Jacobs at JacobsB@oaklandchn.org or 248-858-1795.

How do I “join” a Teams meeting?

- **If using a computer:** Participants may join via the Microsoft Teams ([download here](#)) or they may click to view on the web. When they click the “Join Microsoft Teams Meeting” link, they will see the screen below.
 - [Here is a link to how to Join a Microsoft Teams Meeting.](#)



- **If using a mobile phone or tablet:** You must download the Microsoft Teams mobile app on the phone or device. Once you click the link to join, then choose to open the app.
 - To download the Teams mobile app, go to your mobile device and follow the link on [the download page](#). Or download it from the [iOS App Store](#) or [Google Play Store](#).

How do I get my certificate?

At the end of the webinar, a link to an online test will be posted in the webinar chat. Each participant must take this test to receive a certificate. A certificate will be emailed to the email provided by 5:00pm of the business day following the day of the training.

If you are unable to view online and need to participate by phone only, contact Beth Jacobs at JacobsB@oaklandchn.org so that the test may be emailed to you at the end of the training.

How do I ask questions during the training?

Questions can be asked during the webinar utilizing the chat feature in Microsoft Teams.

How do I get copies of the training materials?

Links to the training materials will be posted in the webinar chat and will also be attached to the email with the webinar link.

What if I am unable to log on?

Please contact Beth Jacobs at JacobsB@oaklandchn.org or 248-858-1795. ***It is strongly recommended you download Microsoft Teams prior to the training to test it out.*** Anyone joining more than 15 minutes late will have to reschedule and attend another training.

What if I am hard of hearing or deaf?

You can use the live captions option (English only) in Teams (downloaded version only). If you need an interpreter, please call 248-858-1795 and we will work with you to schedule an interpreter.

Can I watch in a group?

Per the recommendations from the CDC, MDHHS, and Oakland County Health Division and to enforce social distancing, staff should take the training individually and not in groups. If there is a small group of people who must watch the webinar together, each person must complete the test link that will be provided at the end of the webinar to get a certificate.

Questions?

If you have additional questions not listed here, please contact Oakland Community Health Network's Training Director at zizumbot@oaklandchn.org or 248-858-5338. [Click here to visit OCHN's Training webpage.](#)