



## New Hire Recipient Rights Virtual Training

Oakland Community Health Network

Oakland Community Health Network is working with the Michigan Department of Health and Human Services to temporarily offer the New Hire Recipient Rights Training as an online live webinar using Microsoft Teams. Recipient Rights training is mandated by statute; to be successfully completed within 30 days of hire, not subject to flexibility and continued to be enforced. You must successfully attend the training, complete and pass the test to be an active direct hire. You will receive your certificate of completion by email on the next business day no later than 5:00pm.

**New Hire Rights Trainings is a 4 hour online live webinar utilizing Microsoft Teams.**

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

To Register/View available trainings dates & times: [www.oaklandchn.org](http://www.oaklandchn.org).

**Contact: Beth Jacobs at [JacobsB@oaklandchn.org](mailto:JacobsB@oaklandchn.org) or (248) 858-1795:**

Assistance with registration...

Need an interpreter...

Request to receive the test by email...

Unable to view online/need to participate by phone...

Did not receive your email the day before your scheduled training...

If you have additional questions not listed above; contact Oakland Community Health Network’s Training Director at [zizumbot@oaklandchn.org](mailto:zizumbot@oaklandchn.org) or 248-858-5338.

You will receive an email the day before your training date; it will include: Training Material and a LINK to join the live webinar. Check your spam or junk email folder in case the email was placed in that folder.

At the end of the webinar, a LINK to the online test will be posted in the webinar chat along with all training materials.

***It is strongly recommended that you download Microsoft Teams prior to the training to test it out. Anyone joining more than 15 minutes late will have to reschedule.***

- Using a computer: click the LINK (in your email) to Join on the web “Microsoft Teams Meeting”
- Using a mobile phone or tablet: Must download the Microsoft Teams mobile app. Click the LINK (in your email) to join and then choose to open the app. **Launch it now**

Download

Microsoft Teams Mobile APP, go to your mobile device [iOS App Store](https://apps.apple.com/us/app/microsoft-teams/id1476741888) or [Google Play Store](https://play.google.com/store/apps/details?id=com.microsoft.teams).

Per the recommendations from the CDC, MDHHS, and Oakland County Health Division and to enforce social distancing, staff should take the training on 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.